Kodak

Scan Station 100
Scan Station 100 Plus
& Scan Station 120EX

User's Guide

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1 Introduction

Congratulations on your purchase of a *Kodak* Scan Station 100, *Kodak* Scan Station 100 Plus or *Kodak* Scan Station 120EX. If you need to digitize and share important documents quickly, across the hall, across the country or around the world, your *Kodak* Scan Station 100, 100 Plus or 120EX will quickly become an indispensable tool in your organization.

For the purpose of this manual the *Kodak* Scan Station 100, *Kodak* Scan Station 100 Plus and the *Kodak* Scan Station 120EX will be referred to as *Kodak* Scan Station 100. Any differences between these models will be noted.

Designed as a walk-up capture station that requires minimal user training, the *Kodak* Scan Station 100 is quite possibly the easiest to use capture device found in the general office environment today. The Scan Station 100 is a standalone solution, requiring no host PC or application software. It works with an existing network (Ethernet 10/100 Base T) and makes use of existing network shared services such as TCP/IP and SMTP in order to communicate with other network devices or destinations. The color touch screen offers a simple, graphical user interface to operate the device and direct the output. More than just a scanner, the *Kodak* Scan Station 100 is a robust capture solution that lets you quickly send your documents via email, the network, networked printers or USB flash drives with a simple touch.

- This User's Guide provides installation procedures and how to create your personal configuration file using the Configuration Organizer.
- The *Administrator's Guide,* A-61588, provides procedures for setting up the Configuration Organizer and administrating the *Kodak* Scan Station 100, 100 Plus and 120EX; as well as maintenance procedures and in-depth troubleshooting information.

Features at a glance

- With just a touch you can send your documents to multiple destinations simultaneously: email addresses, networked printers, network folders and USB flash drives.
- Simple color touch screen and graphical user interface for intuitive operation.
- Network attached device; no host PC or application software required.
- Standard network connection and protocols (Ethernet 10/100 Base T, TCP/IP, SMB, SMTP, FTP, DHCP (or static), NT domain authentication).
- Send and receive faxes through a connected USB fax modem by using the optional Fax capability.
- Task function allows you to combine scanner settings with destinations providing a more efficient and easier workflow.
- Single page PDFs allow you to scan multiple pages and produce individual PDF files for each page.
- Transaction logging allows administrators to track and report all activity on the Scan Station. The report is provided in XML format.
- Editable email subject text allows you to modify the subject of each email message sent via the Scan Station.
- Secure PDF feature allows the encryption and protection of PDF files using a private key (password) defined by you. The password is sent as a separate message to the recipient when secure PDF files are emailed.
- On-screen, real-time color preview of images during the scanning process.
- Built-in USB flash drive support enables local storage and one-touch operation.
- Captures both sides of paper documents at the same time, in one pass.
- Creates your choice of JPEG, TIFF or PDF (Image only).
- Rotating turret for ease-of-use and ergonomic operation.
- Handles mixed paper sizes and paper types in the same batch.
- Special document feeder handles plastic cards.
- Kodak Perfect Page technology automatically adjusts image quality settings for every page.

- Automatically deskews and crops document images.
- Scans up to 25 pages per minute (50 images per minute).
- Handles up to 215 x 863 mm / 8.5 x 34 inches using the automatic document feeder.
- Choose black and white, grayscale, or color images.
- Output resolutions from 75 to true 600 dots per inch (dpi).
- Easy cleaning and maintenance.
- One-year warranty.
- Fits on a desktop, similar in size to a typical fax machine or small office printer.
- Duty cycle up to 1,000 pages per day.

User types

The Scan Station 100 supports three different user types: **Administrative**, **Advanced** and **Walk-up**.

- **Administrative** users are responsible for setting up and maintaining the device.
- **Advanced** users create and carry their custom scan settings on a USB flash drive that they can use with the Scan Station to make scanning possible with a single button press.
- **Walk-up** users use the device by navigating through the default options the administrator has set up for them. Scanning is very easy but the walk-up user may not have access to their personal email address book or custom scan settings the way an Advanced user does.

Important concepts

Configuration File

The *Kodak* Scan Station 100 has configurable menus that allow an organization to easily tailor the device for their network. Setup is possible using the *Kodak* Scan Station Configuration Organizer. The Configuration Organizer creates an encrypted configuration file that the administrator loads onto the device. This encrypted configuration file is read by the Scan Station and used to determine what menu options should be displayed. The custom configuration file on a user's USB flash drive is what allows an *advanced user* to perform one-touch scanning using their personal email address book or network share.

Kodak Perfect Page Image Processing

Kodak's Perfect Page technology automatically adjusts the scanner to all document types and conditions, improving OCR accuracy and producing high-quality scanned images from even poor-quality original documents — time-consuming rescans are virtually eliminated. Perfect Page provides industry-standard image quality for your documents.

File Output Types

The *Kodak* Scan Station 100 offers you a choice of saving the images of your paper documents to these industry-standard file types.

- **TIFF – Tagged Image File Format.** In single- or multi-page format, these images can be either color, grayscale or black and white. They are most often used for black and white images. Using Group IV compression, black and white TIFF files can be made very small for easy network transport and storage. While color and grayscale images can also be saved in TIFF format, they will be saved without compression and can be quite large as a result. TIFF files are normally saved with a .tif file name extension.
- **Searchable PDF** — like regular PDF format files but these supply the document text as well as the original image data. The result is a file where the text can be searched. These files are also saved with a.pdf file name extension. The *Kodak* Scan Station supports searchable PDF in each of the supported languages.
- **Image Only PDF** — a non-searchable image-only version of the scanned document.
- **Secure PDF** — PDF files can be protected with a 128-bit encryption algorithm using a private key defined by the user.
- **JPEG** — a file format created by the Joint Photographic Experts Group. This format is most commonly used for color and grayscale images. Compression squeezes the file size of color and grayscale images down to a manageable size suitable for sending over the network or attaching to an email. These files are saved with a .jpg file name extension. When saving your document to JPEG format, each side of the page that you scan will be saved as a separate .jpg file.

Safety information

- When placing the Scan Station, make sure that the electrical power outlet is located within 1.52 metres (5 feet) of the Scan Station and is easily accessible.
- Place Scan Station on a level work surface capable of supporting 18.1 kgs (40 lbs).
- Material Safety Data Sheets (MSDS) for chemical products are available on the Kodak website at: www.kodak.com/go/msds. When accessing the MSDSs from the website, you will be required to provide the catalog number of the consumable you want the Material Safety Data Sheet for. See the section entitled, “Supplies and consumables” later in this guide for supplies and catalog numbers.

User precautions

Users and their employer need to observe the common sense precautions applicable to the operation of any machinery. These include, but are not limited to, the following:

- Do not wear loose clothing, unbuttoned sleeves, etc.
- Do not wear loose jewelry, bracelets, bulky rings, long necklaces, etc.
- Hair length should be kept short, using a hair net if needed, or tying long hair up in a bundle.
- Remove all other loose objects from the area that could be drawn into the machine.
- Follow the recommended Kodak cleaning procedures. Do not use air, liquid or gas spray cleaners. These cleaners only displace the dust, dirt or debris to another location within the Scan Station, which could cause the Scan Station to malfunction.

Supervisors should review their practices and make compliance with these precautions as a part of the job description for operation of the *Kodak* Scan Station 100 or any mechanical device.

Environmental information

- The *Kodak* Scan Station 100, 100 Plus and 120EX is designed to meet worldwide environmental requirements.
- Guidelines are available for the disposal of consumable items that are replaced during maintenance or service; follow local regulations or contact Kodak locally for more information.
- Disposal of this material may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or, in the USA, visit the Electronics Industry Alliance website: www.eiae.org.
- The product packaging is recyclable.
- Parts are designed for reuse or recycling.

European Union

This symbol indicates that when the last user wishes to discard this product, it must be sent to appropriate facilities for recovery and recycling. Please contact your local Kodak representative or refer to www.kodak.com/go/recycle for additional information on the collection and recovery programs available for this product.

Battery Information

This product contains a Lithium Ion button cell battery. This battery can only be removed or replaced by a qualified Service Engineer.

Acoustic emission

Maschinenlärminformationsverordnung – 3, GSGV
Der arbeitsplatzbezogene Emissionswert beträgt <70 db(A).

[Machine Noise Information Ordinance — 3, GSGV
The operator-position noise emission value is <70 dB(A).]

Power system

Power System Connection

This product is also designed for Norwegian IT power system with phase-to-phase voltage 230V.

Netzanschluß

Das Gerät ist auch für die Verwendung im norwegischen IT-Stromsystem mit einer Leiterspannung von 230 V geeignet.

Connexion aux systèmes d’alimentation électrique
Ce produit est également conçu pour les systèmes norvégiens d’alimentation électrique informatique, dont la tension par phase est de 230 V.

EMC statements

United States

This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

European Union

WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Japan

This is a Class A product based on the standard of the Voluntary Control Council for interference by information Technology Equipment (VCCI). If this is used in a domestic environment, radio disturbance may arise. When such trouble occurs, the user may be required to take corrective actions.

この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＡ情報技術装置です。この装置を家庭環境で使用すると電波障害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

Taiwan

WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

警告使用者：

這是甲類的資訊產品，在居住的環境中使用時，
可能會照造成射頻干擾，在這種情況下，使用者
會被要求採取某些適當的對策。

Peoples Republic of China

WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

声明，该产

此为A级产品，在生活环境中品可能会造成无线电干扰。在这种情况下，可能需要用户对其干扰采取切实可行的措施

Korean

Please note that this equipment has obtained EMC registration for commercial use. In the event that it has been mistakenly sold or purchased, please exchange it for equipment certified for home use.

이 기기는 업무용으로 전자파적합등록을 한 기기이오니 판매자
또는 사용자는 이점을 주의하시기 바라며, 만약 잘못 판매 또는
구입하였을 때에는 가정용으로 교환하시기 바랍니다.

Scan Station components

The *Kodak* Scan Station 100 consists of a scanner, control panel and touch screen.

Front view

1 **Input tray** — holds up to 50 sheets of paper.

2 **Function window** — displays 1 through 9 or an “E” indicating *Error*. See Chapter 4, *Troubleshooting* for a listing of these error/status codes.

3 **Indicator LED light** — illuminates or flashes indicating Scan Station status.

- **Steady green**: ready to scan
- **Flashing green**: preparing to scan
- **Flashing red:** error indication such as, *Cover Open*, in conjunction with the Function window displaying an “E”. See Chapter 4, *Troubleshooting* for a listing of these error/status codes.

4 **Turret** — can be rotated for ease-of-use and viewing.

5 **Touch screen** — with a simple touch, allows you to easily navigate through selections instead of using the control panel.

6 **Control panel** — see the *Control panel* description on the next page.

7 **USB port** — use this port to insert your USB flash drive.

8 **Output tray** — collects the scanned documents.

NOTE: The Special Document Feeder (not shown in illustration) — provides a flat work surface for scanning small-sized documents one at a time.

9 **Output tray extension** — unfold this extension when scanning documents longer than 8.5 x 11 inches (A4).

10 **Cover** — provides access to the internal components of the Scan Station, such as the imaging guides and feed module.

11 **Cover release button** — press this button to open the cover for maintenance and clearing documents.

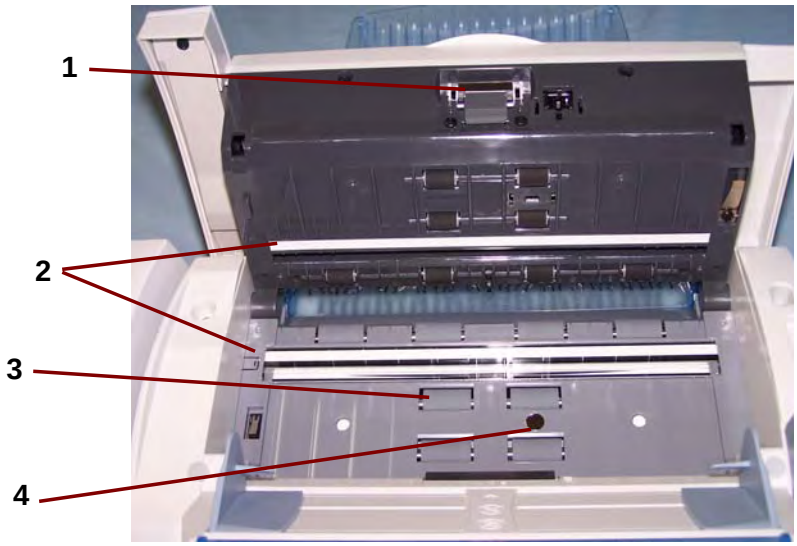
12 **Side guides** — may be adjusted to accommodate document size.

Control Panel

Following is a description of the buttons on the control panel and how to use them.

Up		press to move up in a list of selections.
Down		press to move down in a list of selections.
Left		press to move left in a horizontal list of selections (typically used to move to the next Destination type or setup option).
Right		press to move right in a horizontal list of selections (typically used to move to the next Destination type or setup option).
Select		press to select an item.
Go		press to start scanning documents or as an **OK** selection.
Cancel		press to cancel the current operation or return to the previous screen.
Setup		press to go back and forth between Destination mode and Settings mode.

Inside view



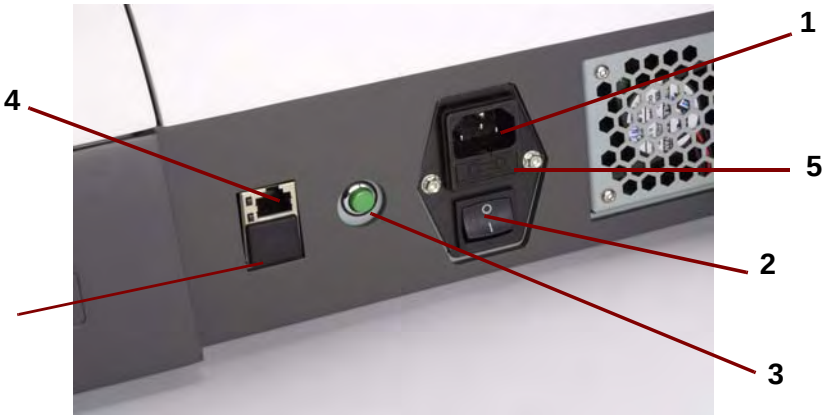
1 **Feed module** — provides smooth document feeding and separation of various sizes, thicknesses and textures of documents.

2 **Imaging guides** — for optimum image quality, keep the imaging guides clean. There are two guides - one upper and one lower.

3 **Rollers** — provides smooth document feeding of various sizes, thicknesses and textures of documents.

4 **Paper present sensor** — detects the presence of documents in the paper path during feeding and imaging.

Rear view



1 **Power port** — connects the power cord to the device.

2 **Main power switch** — turns the device on and off.

3 **Soft Start button** — restarts the device (warm boot).

4 **Ethernet port** — connects the device to the network.

5 **Fuse** — for Service personnel only.

6 **Accessory Plug** — additional USB ports to be used with Scan Station accessories (e.g. Fax Modem Accessory).

2 Using the Scan Station

This chapter describes how a walk-up user can easily send documents using the Scan Station. It can be as simple as placing your documents in the input tray, selecting a destination and pressing the Go button. But first, you may want to check your documents to be sure they will be correctly scanned by the Scan Station.

Document preparation

Make sure all the pages of your documents are oriented the same way, right-side up. For example, check the leading edges of the paper and make sure that:

- the documents are in good condition and,
- you have removed all staples and paper clips before scanning. Staples and paper clips on documents may damage the Scan Station and documents.

After you have reviewed your documents, place them front- and top-side down in the input tray. Make sure they are aligned and centered in the input tray. This allows the feeder to introduce documents into the Scan Station one at a time. For single-sided scanning, make sure the original side is facing the rear of the Scan Station.

Paper types

- While the Scan Station can send a variety of different types of documents over the network, the following paper types work best: Bond, Laser, Inkjet, Offset.

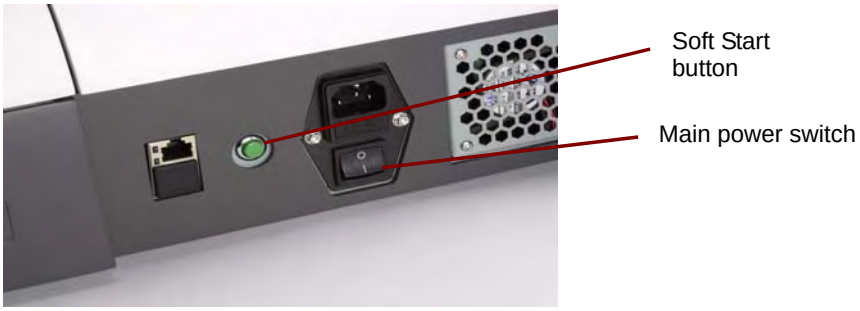
  NOTE: Chemically coated papers may cause excessive wear/swelling of the rollers and require you to frequently clean the Scan Station. They may also reduce the life of your feed module, leading to more frequent replacement. The *Administrator's Guide for the **Kodak** Scan Station 100*, A-61588 provides maintenance procedures.

- Make sure that all paper inks and/or correction fluids (e.g., Liquid Paper®, Tipp-Ex®, Wite-out®, etc.) on your documents are dry before feeding.
- The Scan Station supports the following paper weights: 52 to 105 g/m^2 (14 to 28 lbs.). Thicker small documents, such as identification cards and driver's licences, can be imaged using the front feed option of the Special Document Feeder.
- Maximum Document Size: 215 x 863 mm (8.5 x 34 in.)
- Minimum Document Size: 50 x 87.5 mm (2 x 3.5 in.)

Turning the Scan Station on and off

In most cases, the Scan Station will be powered on by turning the main power switch to the On position. If the Scan Station fails to start up, press the green Soft Start button.

- Press the main power switch on the back of the Scan Station to the On (I) position.



  Wait for the Scan Station to complete the self-test. When completed, the green indicator on the Scan Station remains on and constant. The touch screen should also display the Scan Station application. **If the Scan Station application fails to start up, press the green button.**

- To power-down the Scan Station, **press the green Soft Start button**. The Scan Station will go through a shutdown sequence. The Scan Station will still display the number 0 and the green LED will blink. To finish powering down the Scan Station, press the main power switch to the Off (O) position.

NOTE: If the Scan Station fails to shutdown using the above procedure, hold the green Soft Start button down for 5 seconds. This should only be used in extreme cases when the Scan Station fails to shutdown normally.

Adjusting the input and output trays

The input tray can be adjusted to fit different document sizes.

- Grasp the side guides and slide them to the desired position.

The output tray can be adjusted to accommodate documents longer than 11 inches (A4).

- Open the extender on the output tray.

NOTE: The Special Document Feeder requires no special adjustments.

Using the control panel and touch screen

The *Kodak* Scan Station 100 provides a touch screen and control panel for easy access and operation. You can use either the touch screen, control panel, or a combination of both.

For the purpose of this manual, actions referred to in the procedures are explained by using the touch screen, except for scanning your documents, which is triggered by pressing the green Go button. The Scan Station will initially display the destinations and settings that have been set up by your system administrator. You can change these default settings for your session by touching the Settings button. When you change these default settings, they will be enabled **only** for the current session. After your job completes, the Scan Station reverts to the default settings in preparation for the next user. Refer to the section entitled, “Customizing the Scan Station using a personal configuration file on a USB flash drive” later in this chapter for more information.

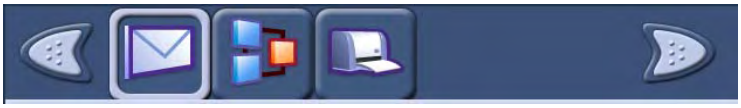
Scan Station touch screen

The interface on the Scan Station touch screen has two main screens or modes. The button in the lower left-hand corner is labeled either **Settings** or **Exit** and toggles between the two modes: **Destination** mode and **Settings** mode.

Destination mode

Destination mode is the main screen displayed on the Scan Station.

Top portion of the Destination mode screen



The top portion of the Destination mode screen displays the destination type icons. Only 5 destination type icons are visible at a time. Use the right and left arrows to browse through the icons to locate the desired destination type (if more than 5 destination types exist).

Icon	Description
	Left arrow — touch to scroll the list to the left of the selected destination.
	Task — displays a list of available tasks which group together scanner settings and destinations.
	Email — displays a list of available email addresses. Select the email addresses you want to send the scanned document to, then press the green Go button to start the scanning process.
	Printer — displays a list of available printers. Select the printer you want to send the scanned document to, then press the green Go button to start the scanning process.
	Network share — displays a list of available network shares. Select the network share you want to send the scanned document to, then press the green Go button to start the scanning process.

Icon	Description
	Fax — displays a list of fax destinations. Select the fax addresses you want to send the scanned document to, then press the green Go button to start the scanning process.
	USB flash drive — if you inserted a USB flash drive, touch this icon to use as your output destination.
	FTP — displays a list of available FTP addresses. Select the FTP addresses you want to send the scanned document to, then press the green Go button to start the scanning process.
	Right arrow — touch to scroll the list to the right of the selected destination.

When your documents are being sent to the destination(s) you selected, a Status screen is displayed with a message at the top of the screen telling you each action the Scan Station is taking for each destination. For example, if you are sending an email, the message *Sending Email...* appears. In addition, as each destination is completed, the icon will be updated to reflect the success or failure of the task. The highlight then moves to the next destination.

For example, the *Processing* icon and one of the other three icons below will appear when you are sending an email:

Processing

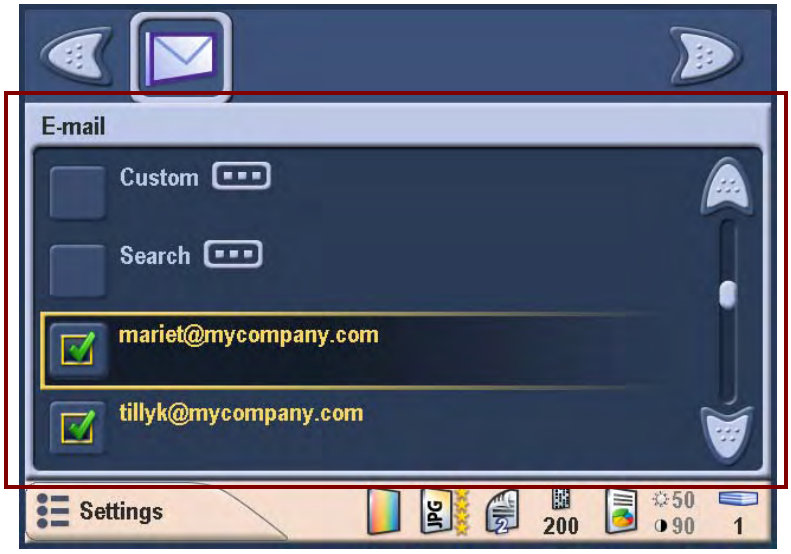
Success

Failure

Cancelled

Middle portion of the Destination mode screen

Displays a listing associated with the selected destination type. For example, if you select an Email destination type, all of the email addresses associated with the selected Email group are displayed. Use the arrows to the right of the list to scroll through the entire list.



Custom — when selected, displays the virtual keyboard allowing you to enter an email address.

Search — when selected, the virtual keyboard will be displayed allowing you to enter a search string for finding specific email addresses in the selected list. The Scan Station searches the email address field for names that begin with the search string. If no match is found, the Scan Station searches for a name containing the search string.

Up and Down arrows — use this scroll bar to find and select the name(s) you want to send the email to. The up and down arrows is advance to the previous (or next) item in the list. If you want to move through the list quicker, you can press and hold the Up (or Down) arrow on the control panel.

Bottom of the Destination mode screen

The button on the bottom of the screen allows you to toggle from Destination mode to Settings mode.

The icons at the top of the screen will change depending what mode you are in. The icons to the right of the Settings button represent the current settings that will be used the next time a document is scanned.

If you want to change any of the Scan Station settings (i.e., to send your document in color instead of black and white), touch the Settings button to display the Settings screen, select the **Scan As** icon and then choose **Color**.

NOTE: If you use your own USB flash drive, the settings you select for your personal configuration will override the default configuration on the Scan Station. This saves you time since you will not need to adjust the settings for your jobs very often. If necessary, you can still make adjustments to the settings at anytime.

For more information about changing settings from the default values, refer to the section entitled, “Customizing the Scan Station using a personal configuration file on a USB flash drive” later in this chapter.

Settings mode

The Settings mode screen displays the image processing icons. When you select an icon, the default values associated with that icon will be displayed in the list. These settings do not need to be changed unless the original document that you are scanning requires something different than the default.

Use the **Exit** button on the bottom of the screen to toggle between Settings mode and Destination mode. Icons representing the currently selected settings are also displayed in this area.

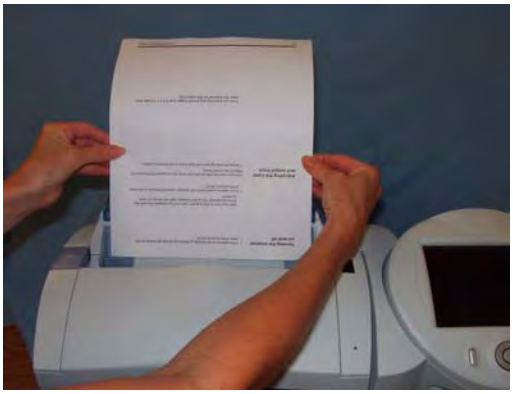
For a more detailed description of the icons and functionality of the Settings mode screen, see the section entitled, “Customizing settings for your scan session”, later in this chapter.

Basic Scan Station operation

Whether you are scanning documents to be sent to an email address(es), printer(s), network share, FTP location, USB flash drive, or fax (if the optional Fax Modem Accessory is installed) basic operating procedures are the same regardless of the selected output destination.

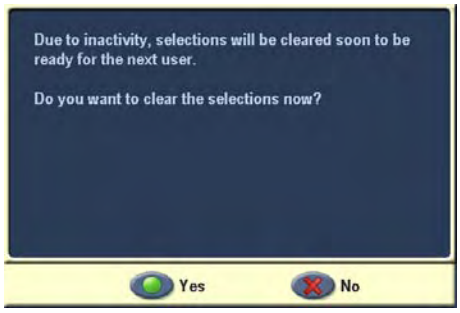
This information applies to all procedures outlined in this chapter.

- *Basic operation* means that the default Scan Station settings are used. If you need to use settings different from the default settings, refer to the section entitled, “Customizing the Scan Station using a personal configuration file on a USB flash drive” later in this chapter.
- Standard paper size documents should feed easily through the Scan Station. If you need to make adjustments to the input or output trays, see the section entitled, “Adjusting the input and output trays” earlier in this chapter.
- Depending on how your Scan Station is configured, you may be required to enter your user name, password and domain to login.
- After you press Go, the message “***Please wait, lamps are warming up***” may be displayed. Document feeding proceeds after the lamps warm up.
- Documents are placed face down and top down in the input tray with the side you want to scan facing the input tray with the backs toward you. The photo below illustrates two-sided scanning.



- Two-sided documents are scanned in one pass. There is no need to turn the document over and scan it again.
- More than one email address, printer, network share, etc. can be selected at a time.
- If you select a destination that you do not want, select the item again to uncheck it.
- When document scanning is in process, you can **Cancel** at any time.

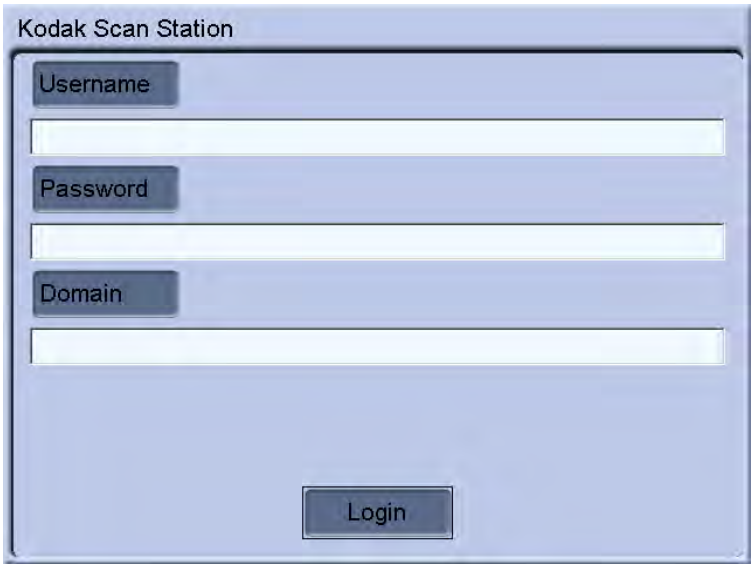
- The Inactivity screen will be displayed if too much time has elapsed since the last action.


Due to inactivity, selections will be cleared soon to be ready for the next user.
Do you want to clear the selections now?
Yes
No

Scanning documents with the default settings

To scan one or more documents:

NOTE: Depending on how your Scan Station is configured the following screen may be displayed:



- Enter your **User name, Password** and **Domain** (not required), then touch **Login**.

1. Place the documents in the input tray. For more information, refer to the section entitled, “Basic operation”.

2. On the Destination mode screen, select the destinations you want to send your document(s) to.

- To email documents, select the **Email** icon and then select one or more addresses from the list.

  If you want to email the documents to an address that is not listed, select **Custom** to display a virtual keyboard.

  Enter the email address using the virtual keyboard. An email address entered here will only be in effect for the current scan session. It will not be saved to the main email address book.

- To print documents, select the **Printer** icon and then select the specific printer to use.
- To save the documents to a network share, select the **Network Share** icon and then select the desired folder from the list. When a document has been sent to a network folder, it will be saved in a directory at the root of the Network Share and will be named for the exact date and time you sent the document. Images of your document are saved within that folder.

3. If you want to change any of the image processing settings, select the Settings button at the bottom left of the screen and select the setting(s) you want to change.

Select to change image processing settings

The current settings are displayed along the bottom of the screen. For more information about changing settings, refer to the section entitled, “Customizing the Scan Station using a personal configuration file on a USB flash drive” later in this chapter.

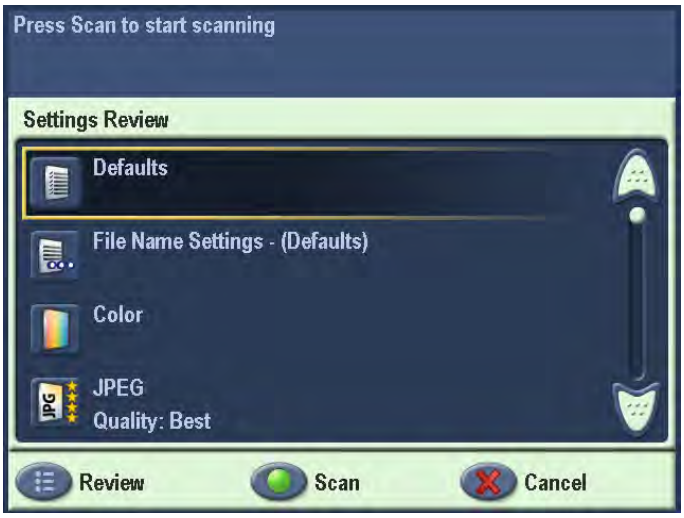
4. Press the green **Go** button on the control panel. The Destination Review screen will be displayed.

For a quick review of the settings select the **Output** button on the lower left-hand corner of the Destination Review screen.

The Settings Review screen will be displayed.

NOTES:

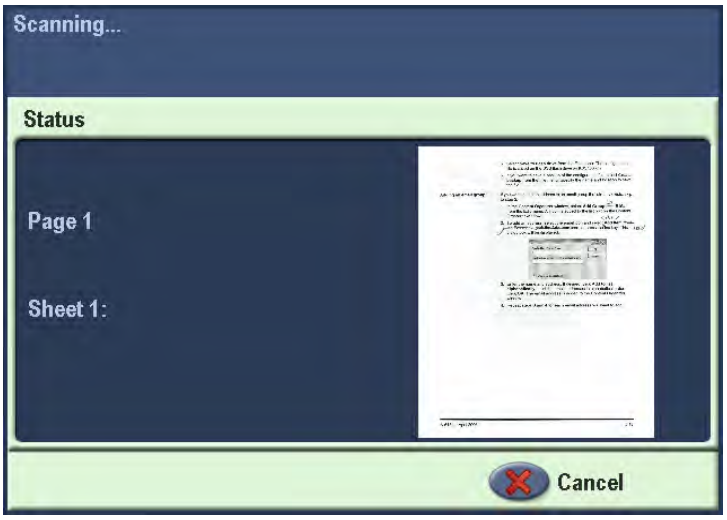
- If your Scan Station is configured for **FAST Scanning**, scanning will start immediately and the Settings Review screen will not be displayed.
- If you press any button on the screen or control panel (including the scroll arrows) the timer will stop and you will need to press the **Go/Scan** button again.



If you want to change these settings, cancel the job and go back to the Destination mode and set your session the way you want it:

- to scan immediately, select the green **Go/Scan** button again.
- to stop the scan, select the **Cancel** button.

As the Scan Station begins to feed and process the documents, a Status screen will be displayed. The page number and a preview image will be displayed as each page is being scanned.



When all pages have been scanned, the Status screen will display a status as it sends your document to each selected destination.

NOTE: Depending on how your Scan Station is configured, the message, ***Do you have more pages to scan?*** may be displayed. This allows you to continually add pages to your scan session until you select **No** on the message or the 30-second timeout period has been reached.

Resend and Reset

Resend

At the end of scanning, the Processing Review screen will be displayed. In the lower left corner the Resend option will be available.

By clicking **Resend** the main screen will be displayed with all of your original settings still selected (destinations and scanner settings). You can change your destinations by checking and unchecking any destination and resend the previously scanned document without scanning it again. This is useful:

- when you forget to include a destination (e.g., email address) and want to resend the document without rescanning, or
- when you scan a large document that was OCR'ed and you do not want to wait for the entire OCR process again, which can be very time-consuming.

Reset

After closing the Processing Review screen at the end of a scan job, the following message will be displayed.

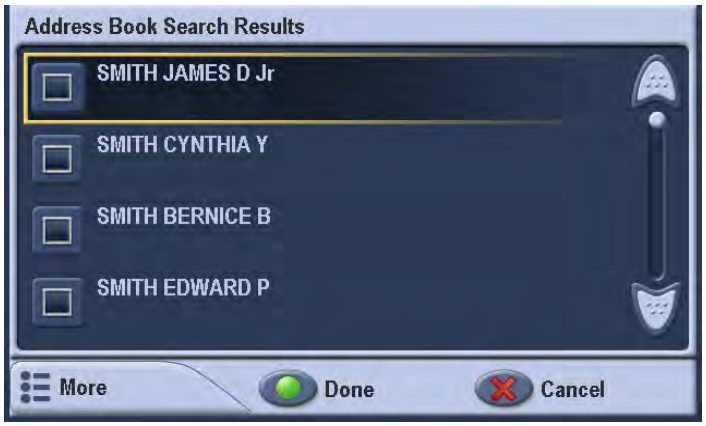
- If you select **No**, all of the scanner settings and destinations will remain and be ready for the next scan job.
- If you select **Yes**, all of your scanner settings and destinations for this scan job will be lost.
- If you ignore this screen, the Scan Station will reset to the walk up screen after two minutes.

Searching for email addresses

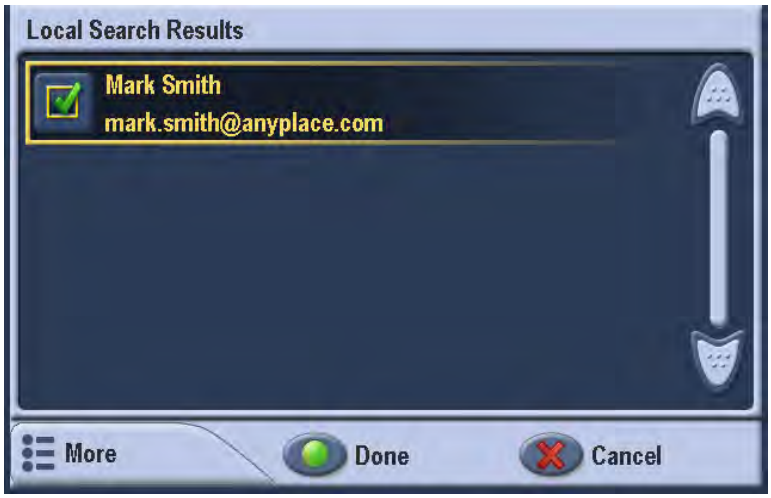
To search for an email address in either a selected email group or the network address book (if LDAP is configured), select **Search**.

Selecting **Search** displays the virtual keyboard where you can enter a first or last name and the results will be displayed in a dialog box. The results in the dialog box are from the selected email group or from the network address book.

- If LDAP is configured, the search results from the network address book will be displayed first.



- Click **More** to display any additional addresses that match your search criteria found in the local search results from the email group that you selected.



To add one or more of the email addresses from the search results list, click on the each address you want to add then click **Done**. The addresses will be checked and added to the email group.

Searching for network folders

To search for a network folder in a selected network folder group, select **Search**.

Selecting **Search** displays the virtual keyboard where you can enter a network folder name and the results will be displayed in a dialog box. The results in the dialog box are from the selected network group.

Using Setting Shortcuts

Setting Shortcuts are a way for you to create personalized groups of scanner settings to make scanning easier. If there are settings that you use frequently, you can create a shortcut for these settings and save them to your configuration. The Scan Station application software provides six predefined Setting Shortcuts.

- For more information about using Setting Shortcuts, see the section entitled, “Using the Setting Shortcuts option” later in this chapter.
- For information about creating Setting Shortcuts, see the Administrator’s Guide for the *Kodak* Scan Station 100.

Customizing settings for your scan session

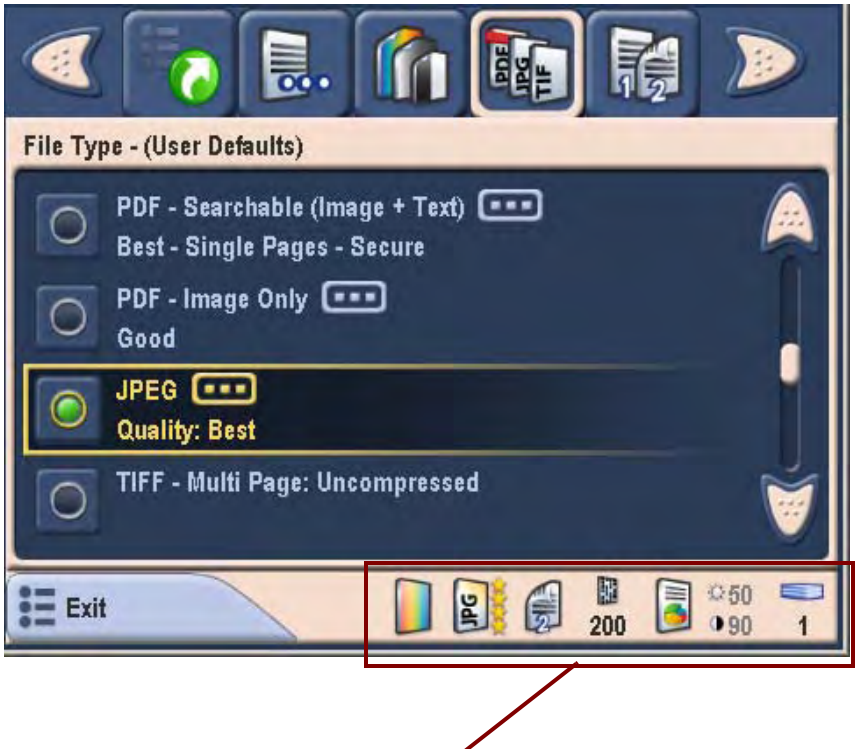
After you have set up your Destination settings, you can also change the default image processing settings. Following is a summary of each of these settings. To change one or more settings, access the Settings mode and select the setting you want to change (i.e., Resolution, File Type, etc.).

Icon	Description	Default
	Settings — toggles between Settings/Destination mode and Exit.	
	Setting Shortcuts — the Scan Station application software provides six Setting Shortcuts to make scanning easier. They are: • Defaults • Black and White Document • Black and White Document (OCR Quality) • Color Document • Color Document (OCR Quality) • Color Photographs	
	File Name Settings — allows you to define the folder where scanned documents are placed. You can define the file name prefix used when creating the scanned documents, turn on/off the date and time stamps used when creating a scanned document and turn on interactive file naming mode.	File name prefix “Scan Station”
	Scan As — available options are black and white, color or grayscale.	Color
	File Type — available file types: • **PDF - Image Only** — creates a single- or multi-page document that contains only scanned image data. • **PDF Searchable (Image + Text)**: produces a single- or multi-page text searchable PDF file. • **JPEG**: produces one file per scanned page. • **TIFF - Multi Page** — creates a single file that contains all of the scanned pages. • **TIFF - Single Page** — creates multiple files, one for each side of a scanned page.	PDF Searchable (Image + Text)
	Input Document Is — allows you to scan one side or two sides of a document.	Two-sided
	Document Type — indicates whether the document to be scanned is text, photographs, or a mix of text with graphics.	Text with graphics

Icon	Description	Default
	Resolution — determines the quality of the scanned image. The image resolution is defined by the number of dots-per-inch that are used to create the image. The higher the resolution the sharper the image. Available resolutions are 75, 100, 150, 200, 240, 300, 400 and 600 dpi. Resolution settings are predefined when selecting PDF files. Changing these settings have no effect while scanning PDF.	200
	Adjustments — the Black-and-White Adjustments screen appears. If your *Scan As* selection is **Black and White**, you can select either **Normal** or **Best**. • If you select **Normal**, you can select a Contrast and Threshold setting. • If you select **Best**, you can only select a Contrast setting. If your *Scan As* selection is **Color** or **Grayscale**, the Contrast and Threshold settings are disabled.	N/A
	Contrast — enhances the edges contained in an image. Edges typically represent transitions between foreground and background information, such as the transition from background to faint text. Values range from 0 to 100. The higher the contrast level the more enhancement of the image edges.	50
	Threshold: converts grayscale images to black and white. Values range from 1 to 255. A low threshold value produces a lighter image and can be used to subdue backgrounds and subtle unneeded information. A high threshold value produces a darker image and can be used to help pick up faint images.	90
	Copies for Printing — allows you to specify the number of copies (1-99) when a document is sent to print.	1
	Advanced — this group contains the Blank Image Detection option which is used to find blank pages (i.e., the blank back side of a document), so these pages can be discarded. This is typically used when scanning black and white documents to either TIFF or PDF. For black and white documents the default is 5 KB. *Not available for scanning in color.*	Off
	About — provides information about the Scan Station.	

NOTE: By default, when you select Settings mode, the Settings icons with the *Scan As* icon selected and output choices are displayed. If you scroll to another Settings type (i.e., File Type), then toggle back to Destination mode, the last selected Settings type is remembered.

If you then select Settings mode, the File Type setting is the first one displayed.

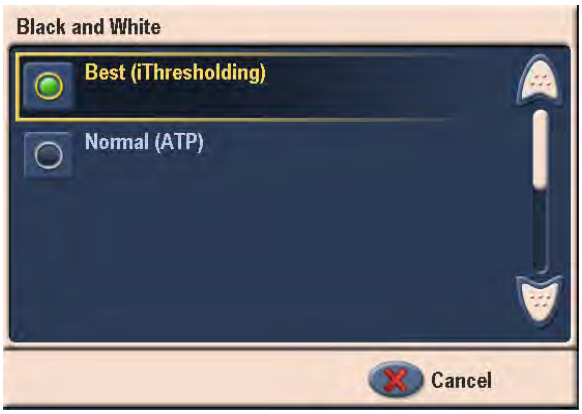


Selecting any one of these icons allows you to adjust these image processing functions.

Changing the Scan As option

Scan As — three input options are available: **Color, Grayscale,** and **Black and White**.

- If you choose **Black and White**, the Black and White screen will be displayed allowing you to choose either **Best (iThresholding)** or **Normal (ATP)**.



- **Best (iThresholding)** — selecting iThresholding allows the Scan Station to dynamically evaluate each document to determine the optimal threshold value to produce the highest quality image. This allows scanning of mixed document sets with varying quality (such as faint text, shaded backgrounds, or color backgrounds) to be scanned using a single setting thus reducing the need for document sorting.

  When using iThresholding, you can only adjust Contrast.

- **Normal (ATP)** — ATP (Adaptive Threshold Processing) separates the foreground information in an image (e.g., text, graphics, lines, etc.) from the background information (e.g., white or non-white paper background).

  When using ATP, you can adjust both Threshold and Contrast.

Changing the File Type option

File Type — file size is important when emailing scanned documents. Large files take a long time to download and may not be deliverable to the recipient. These file types are available: **PDF - Searchable (Image + Text), PDF - Image Only**, **JPEG**, **TIFF - Multi Page** or **TIFF - Single Page.**

- **PDF - Searchable (Image + Text)** and **PDF - Image only** — creates a document or multiple documents that contain either both text and image data or image data only based on the File Type selection. PDF Searchable uses OCR technology to read the scanned page and extracts text information from the image data. Selecting either File Type will display the following screen.

  NOTE: If you select **PDF - Image Only**, the **Language** option is not displayed.

This screen allows you to select four different options for creating PDF files.

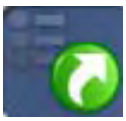
- **Quality**, will display a screen which allows you to select a **Good, Better** or **Best** quality option. Selecting **Good**, **Better**, or **Best**, presets the dpi settings. As a result, the separate dpi settings will not have any effect when scanning in PDF mode.
- **Language**, this option is only available when you select **PDF - Searchable (Image + Text)**. When you select **Language**, the Language screen will be displayed. This screen allows you to select the language you want used in the Optical Character Recognition employed to generate the PDF file which can be subsequently searched.
- **Single Pages** allows you to create a PDF file for every page scanned. If scanning a two-sided document, a file will be created for both the front and back page.
- **Secure** allows you to enter a password that will be used to encrypt the file before the file can be delivered. The password will be sent in a separate email when **Email** is one of the destination selection.

- **JPEG** — this option is only available if your *Scan As* selection is *Color* or *Grayscale*. JPEG creates multiple files, one for each side of a scanned page. If you select this option, you can select a JPEG quality of **Draft, Good, Better, Best** or **Superior**.
- **TIFF - Multi Page** — creates a single file that contains all of the scanned pages. You can select either **Uncompressed** or **JPEG** compression.
- **TIFF - Single Page** — creates multiple files, one for each side of a scanned page. You can select either **Uncompressed** or **JPEG** compression.

  NOTES:

  - Color/Grayscale TIFF documents can only be **Uncompressed** or **JPEG compressed**. Black and white documents can either be **Uncompressed**, **JPEG compresse**d or **Group 4** compression.
  - All faxed documents will be delivered as black and white, Group 4 compressed TIFF images.
  - PDF files are not effected by the dpi settings used, and are affected only by the **Good**, **Better**, or **Best** options.

Using the Setting Shortcuts option



Setting Shortcuts — six Setting Shortcuts are provided at installation. These can be used to quickly select a group of commonly used settings to make scanning faster and easier. For example, if you frequently scan black and white documents to create text searchable PDF files, select the **Black and White Document (OCR Quality)** Settings Shortcut. This changes all the scanner settings with a single touch. The changes will be reflected in the status bar at the bottom of the screen.

Changing the File Name Settings option

The Configuration Organizer allows you to define two values that determine the location and file name used when creating scanned documents. The File Name Settings option allows you to define a Folder Name where all scanned documents will be placed when scanning to either a network folder or a USB flash drive destination. You can also define the File Name Prefix that will be applied to every scanned document created. Scanned documents are typically created with this prefix and have an optional date and time stamp appended to the prefix. For example, if you define a prefix of *receipts* and a folder name of *2007,* the scanned document file name will have the format*: receipts_20070117_092219.tif a*nd is placed in a folder called *2007.*

1. Define the **Folder Name** where all scanned documents will be placed when scanning to a network shared folder, FTP location or flash drive destination.
2. Define the **File Name Prefix** that will be used for creating each scanned document. This prefix will be used as the file name with a date and time stamp appended. The appropriate file name extension will be appended (.pdf, .jpg, .tif).

NOTE: You can define the default Folder Name where scanned documents will be placed if scanning to a network or USB flash drive destination. If you leave the Folder Name blank the file will be created in the root directory of the configured destination. You can also define the default File Name Prefix that will be used to create each scanned document. If no changes are made, the default file name prefix will be used.

The **Advanced** option provides access to two additional options: **Interactively Name Scanned Files** and **Add Date/Time Stamp**.

- **Interactively Name Scanned Files** — requires you to enter a file name for your scan job.
- **Add Date/Time Stamp** — by default, Date and Time Stamps are appended to each file name the Scan Station creates. If you turn this option off, only the file name prefix and the appropriate file name extension will be used to create the file name.

Changing the Input Document Is option

Input Document Is — the *Kodak* Scan Station 100 scan both sides of a document in one pass. Select **One-Sided** or **Two-Sided** documents.

Changing the Document Type option

Document Type — indicates whether the document to be scanned is **Text with Graphics**, **Text**, or **Photographs**.

Changing the Resolution option

Resolution (dots per inch) — allows you to select the scanning resolution. This setting has no effect on PDF files. Choices are: **75, 100, 150, 200, 240, 300, 400,** and **600.**

Changing the Black and White Adjustment option

Black and White Adjustment — allows you to change the **Contrast** and **Threshold** values. This option is only available if your *Scan As* selection is **Black and White**. When you select the Black and White Adjustment icon, the Black and White Adjustment screen will be displayed allowing you to select either **Contrast or Threshold.**

If you selected **Best (iThresholding)** on the *Scan As* screen, only the Contrast value can be changed. If you selected **Normal (ATP)**, both Contrast and Threshold can be changed.

- When you make a selection, either the Contrast or Threshold Adjustment screen will be displayed. Use the Up and Down arrows to adjust the value, then click the green button to the left of the number to save the new value.

- **Contrast** — adjusts the difference between black and white, thereby making an image sharper or softer.

  In a low contrast setting, the difference between black and white is small, so the image is softer. In a high contrast setting, the difference between black and white is large, so the image is clearer. Select a contrast value from 1 to 100. The default is 50.

  Contrast 1

  ABCDEFGHIJKLMNOPQRSTUVWXYZ
  abcdefghijklmnopqrstuvwxyz
  1234567890 Modern

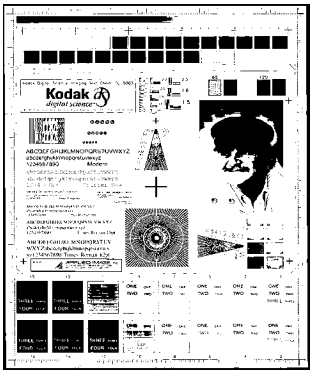
  Contrast 60

  ABCDEFGHIJKLMNOPQRSTUVWXYZ
  abcdefghijklmnopqrstuvwxyz
  1234567890 Modern

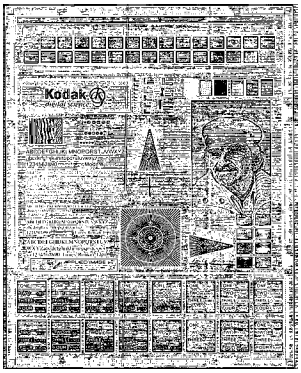
  Contrast 100

  ABCDEFGHIJKLMNOPQRSTUVWXYZ
  abcdefghijklmnopqrstuvwxyz
  1234567890 Modern

- **Threshold** — converts a grayscale image to a black and white image. The thresholding values range from 0 to 255. A low threshold value produces a lighter image, and can be used to subdue backgrounds and subtle, unneeded information. A high threshold value produces a darker image, and can be used to help pick up faint images.



200 dpi; 80 Threshold
20 Contrast



200 dpi; 80 Threshold
100 Contrast

Changing the Copies for Printing option

Copies for Printing — allows you to select the number of copies (1-99) to print.

Advanced option

Advanced — when you click this icon you can select the Blank Image Detection option. This option is used to detect blank pages (i.e., the back side of a document), so these pages can be discarded. This is typically used when scanning black and white documents to either TIFF or PDF. For black and white documents the default is 5 KB. The default threshold changes depending on the *Scan As* setting. Document images that fall below the threshold will be discarded. *Not available for scanning in color*.

Customizing the Scan Station using a personal configuration file on a USB flash drive

While using the Scan Station to send your documents is easy, it becomes even more convenient and powerful if you use a USB flash drive to load your preferred settings. Using the USB flash drive and the *Kodak* Scan Station 100 Configuration Organizer, you can create and store your preferred Scan Station settings and destinations. When you use the Scan Station and insert your USB flash drive, all of your personal destinations (scan settings and destinations) will be displayed, in addition to the settings and destinations defined by your administrator. By pre-selecting some destination(s) in your personal configuration file, you can scan and send your documents with a single touch. It all begins with the Configuration Organizer.

The Configuration Organizer allows you to:

- Create and define a configuration file.
- Add and import email addresses.
- Add network share folders and printers.
- Set a 4-digit password for secure access to your configuration.
- Save an encrypted copy of the configuration file on your USB flash drive and/or hard drive.

When you insert the USB flash drive at the Scan Station, the device configuration, image destinations and user interface are customized with your preferences. You can modify these custom configurations at the Scan Station for last minute changes to destination lists and scanning parameters using the Settings mode screen.

See Chapter 3, *Installing and Using the Configuration Organizer* for detailed instructions for creating and changing configuration files for the Scan Station.

To use your pre-configured USB flash drive to send documents to your personal email and network shares follow these steps.

1. Walk up to an available Scan Station.
2. Insert your (previously configured) USB flash drive in the USB port.

NOTE: Depending on how your Scan Station is configured, you may be required to enter your user name, password and domain to login.

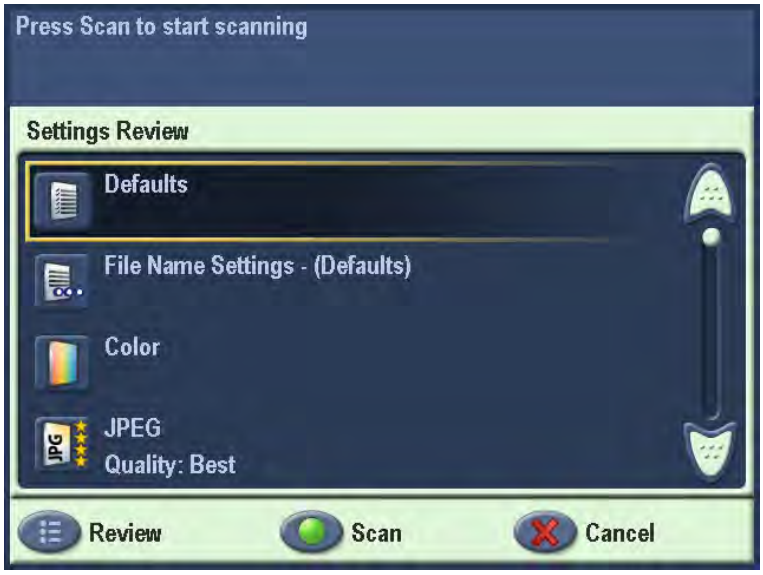
The user interface screen will change, showing additional icons at the top of the Destination mode screen. These icons have a small human figure on them, indicating they are your personal destinations.

3. Load your document(s).
4. Select additional destinations or if your pre-selected destinations are okay, press the Go/Scan button. The Destination Review screen will be displayed.

For a quick review of the settings you will use to send these documents, select the **Output** button on the lower left-hand corner of the Destination Review screen; however, if you press any button on the screen or control panel (including the scroll arrows) the timer will stop and you will need to press the Go/Scan button again.

NOTE: If your Scan Station is configured for **FAST Scanning**, scanning will start immediately and the Settings Review screen will not be displayed.

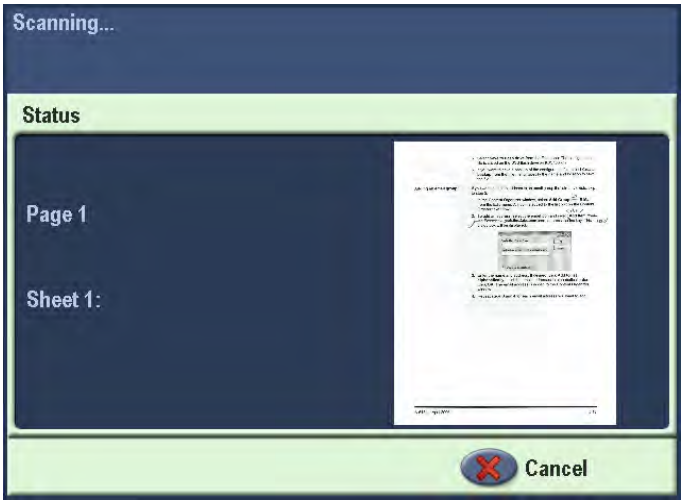
The Settings Review screen will be displayed:



If you want to change these settings, cancel the job, go back to Settings mode and set your session the way you want it.

- To scan immediately, select the green **Go/Scan** button again.
- To stop the scan, select the **Cancel** button.

As the Scan Station begins to feed and process the documents, a Status screen will be displayed. The page number and a preview image will be displayed as each page is being scanned.



When all pages have been scanned, the Status screen will display a message as it sends your document to each destination you selected.

NOTES:

- Depending on how your Scan Station is configured, the message, ***Do you have more pages to scan?*** may be displayed. This allows you to continually add pages to your scan session until you select **No** on the message or the 30-second timeout period has been reached.
- If you see a blank white page with a red circle and slash through it, this indicates that a blank page was detected and it was discarded.

3 Installing and Using the Configuration Organizer

Before you begin

The *Kodak* Scan Station 100 uses configuration files to determine which destinations to display and what default settings to use when sending documents. The tool you can use to create these configuration files is the *Kodak* Scan Station 100 Configuration Organizer. The Configuration Organizer is run on a separate PC, which should, at a minimum, have the following specifications.

- Pentium IV, 300 MHz or higher
- 512 MB RAM
- Microsoft Windows 2000 or Windows XP

Installing the Configuration Organizer

1. Insert the CD. The installation software starts automatically.

2. Click **Next**. The Welcome screen will be displayed.

Scan Station 100
Welcome to the Scan Station 100 Setup Wizard
The installer will guide you through the steps required to install Scan Station 100 on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

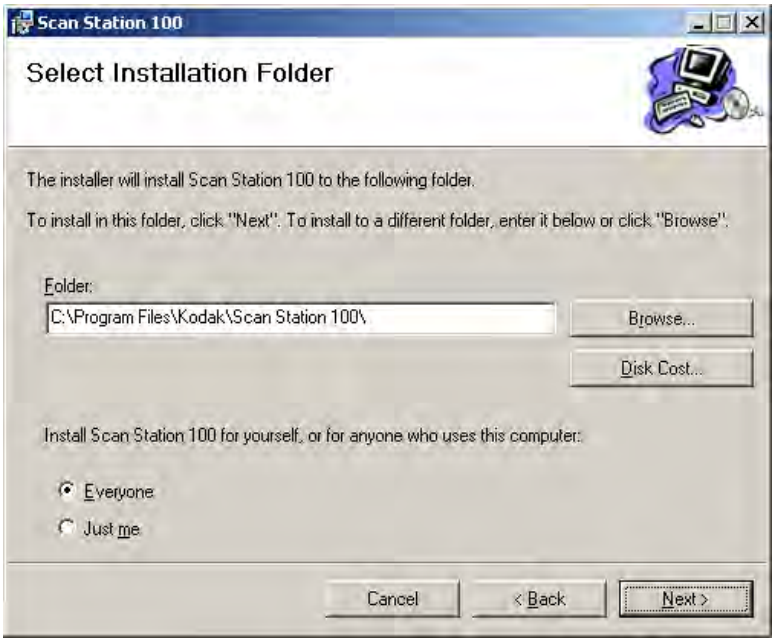
3. Click **Next**.

   The License Agreement screen will be displayed.

Scan Station 100
License Agreement
Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel".
EASTMAN KODAK COMPANY
SOFTWARE LICENSE AGREEMENT
Read the following terms and conditions carefully before using this Software. Use of this Software indicates your acceptance of these terms and conditions. If you do not agree with them, you should promptly return the package in its entirety for a full refund.
LICENSE
I Do Not Agree
I Agree
Cancel
< Back
Next >

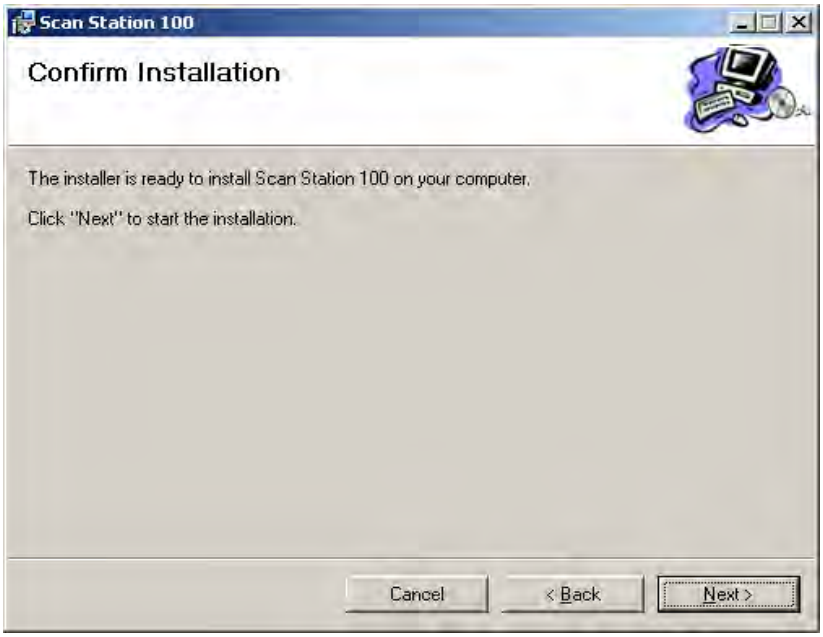
4. Read the license agreement, click **I Agree** and then click **Next**.

The Select Installation Folder screen will be displayed.

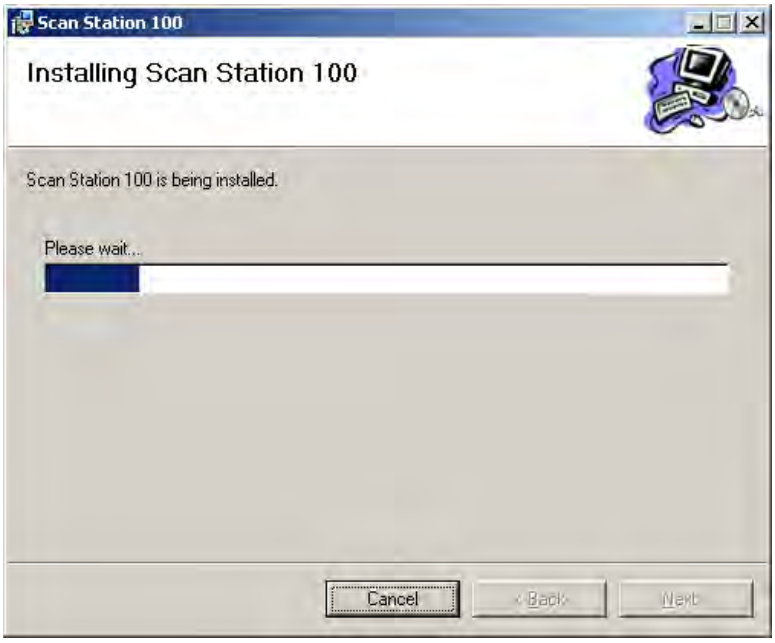

Scan Station 100
Select Installation Folder
The installer will install Scan Station 100 to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\Kodak\Scan Station 100\
Browse...
Disk Cost...
Install Scan Station 100 for yourself, or for anyone who uses this computer:
Everyone
Just me
Cancel
< Back
Next >

5. Enter or browse to, the folder where you want to install the Configuration Organizer or keep the default setting. You may also select to install the application for **Everyone** or **Just Me** (yourself), then click **Next**.

   The Confirm Installation screen will be displayed.

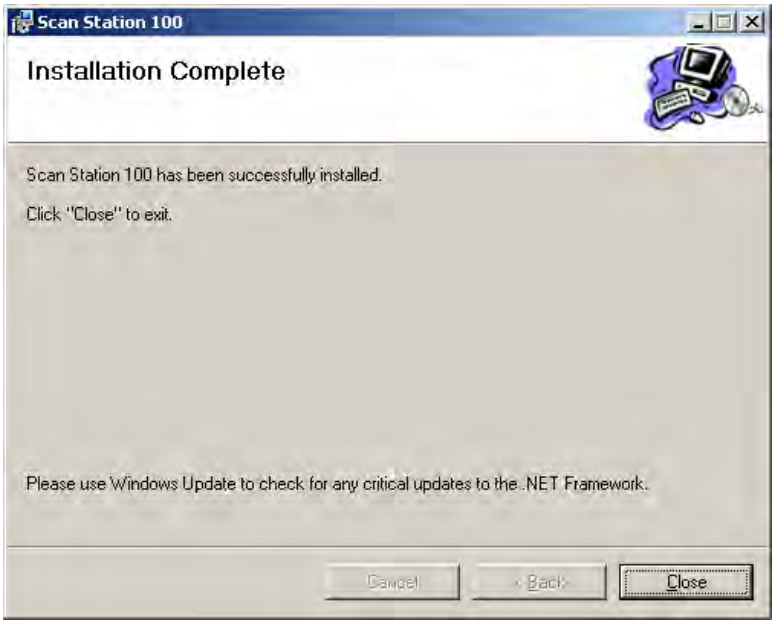

Scan Station 100
Confirm Installation
The installer is ready to install Scan Station 100 on your computer.
Click "Next" to start the installation.
Cancel
< Back
Next >

6. Click **Next**. The installation will start and progress will be displayed.



NOTE: If Microsoft .NET 2.0 or greater is not installed, this installation may take a lot longer to complete (about 20 minutes).

7. When the installation is complete, the Installation Complete screen will be displayed.


Scan Station 100
Installation Complete
Scan Station 100 has been successfully installed.
Click "Close" to exit.
Please use Windows Update to check for any critical updates to the .NET Framework.
Cancel
< Back
Close

8. Click **Close**.

Creating configuration files

The *Kodak* Scan Station 100 Configuration Organizer allows you to create personal configuration files which contain personal scanning preferences. You can start the Configuration Organizer, make the necessary changes to destinations and settings and save it on your USB flash drive. There are two types of configuration files: **Administrative** and **User**. Administrative configuration files are created first by selecting **File>Administrator**. The main differences between a user and administrative configuration file are:

- Only user configuration files can define flash drive folders.
- Only administrative configuration files can define printers.
- Only administrative configuration files can be used to modify the default settings on a Scan Station.

After you create your personal configuration file, you can carry your preferred settings to a Scan Station, and use these settings for your scan session. To ensure appropriate security, the Scan Station will not read any program or file from a USB flash drive other than a valid, encrypted configuration file created by the Configuration Organizer.

Once a user configuration file has been created and stored on a USB flash drive, the flash drive can be taken to a Scan Station and inserted into the USB port.

NOTE: Be sure the Configuration Organizer is open **before** inserting your USB flash drive.

The Scan Station automatically recognizes the presence of the flash drive and loads the settings found in the configuration file. Because it is a “User” configuration file, you will not be asked or allowed to make any permanent changes to the Scan Station’s configuration. Instead, all of the your destinations will appear on the Scan Station’s display and will be merged with the default destination groups.

Your personal destinations will appear in the top toolbar in the same order as the Scan Station’s default groups, except that each of your personal groups will appear with a “User” profile image as part of the icon background.

If your personal configuration contains changes to the Scan Station settings (all the values found in “Settings” mode), these settings temporarily replace the Scan Station’s default settings.

When a scan job is complete, your USB flash drive can be removed from the Scan Station and the Scan Station display returns to the normal state with all of the default settings restored.

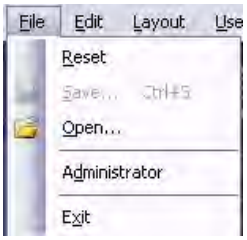
Configuration Organizer window

After you install the *Kodak* Scan Station Configuration Organizer on your PC, the Configuration Organizer icon is placed on your desktop.

- Double-click on the icon to start the Configuration Organizer. The Configuration Organizer window will be displayed.

File menu

The File menu provides these options:



Reset — reverts to the last saved version of the configuration file.

Save — saves the changes to the configuration file.

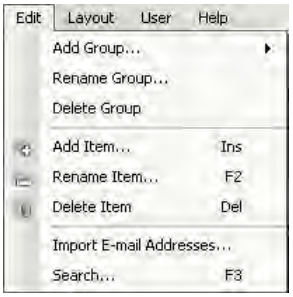
Open — opens an existing configuration file.

Administrator — accesses the Configuration Organizer Administrator mode. For more information about the Administrator mode, refer to the *Kodak* Scan Station 100, Administrator's Guide, A-61588.

Exit — closes the Configuration Organizer.

Edit menu

The Edit menu provides these options:



Add Group — allows you to add a new task group, email group, fax group, USB flash drive group, network group, or FTP location as a destination type.

NOTE: Adding a printer group or item to a printer group can only be done through the Administrator function (**File>Administrator**).

Rename Group — allows you to rename the selected group.

Delete Group — deletes the selected group and all items contained in that group.

Add Item — allows you to add a new entry to the selected group type (e.g., add an email address, printer, etc.).

Rename Item — allows you to rename the item selected in the list box.

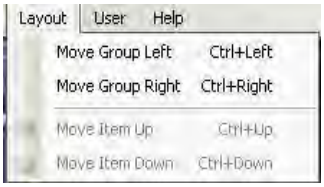
Delete Item — deletes the selected item.

Import E-mail Addresses — allows you to import email addresses from a comma-separated value (CSV) text file.

Search — allows you to search your network address book for email addresses if LDAP is configured.

Layout menu

The Layout menu provides these options:



Moves Group Left — moves the selected group left one position.

Moves Group Right — moves the selected group right one position.

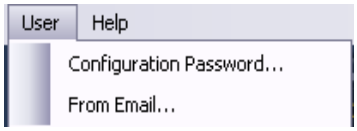
Moves Item Up — moves the selected item up one position in the list.

Moves Item Down — moves the selected item down one position in the list.

The position of groups and items is important because the first group on the left is the default destination type when the configuration file is used at the Scan Station.

User menu

The User menu provides these options:

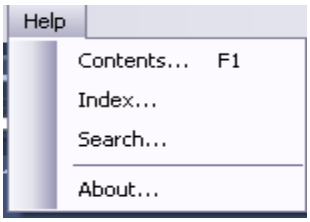


Configuration Password — allows you to enter a 4-digit numeric password that will prevent unauthorized access to the current configuration file. The password is saved in the file and will be read by the Scan Station or Configuration Organizer and the user will be prompted to enter the password before accessing the information in the file.

From Email — allows you to receive notification if an email or fax (if the optional *Kodak* Fax Modem Accessory is installed) that you sent could not be delivered.

Help menu

The Help menu provides these options:



Contents — provides a list of Help topics associated with the Configuration Organizer.

Index — provides an alphanumeric listing of keywords associated with the Configuration Organizer.

Search — allows you to search the Help file for a specific topic.

About — displays a window containing software copyright and version information.

The Toolbar

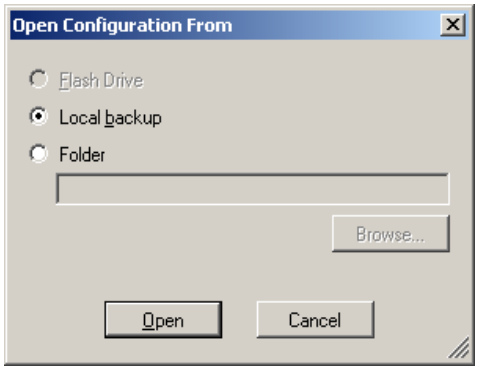
The Toolbar provides quick access to commonly used features. The toolbar is always displayed and you cannot add, delete or move toolbar buttons.

Icon	Description
	Saves the configuration file to the USB flash drive or hard drive
	Searches your network address book for email addresses if LDAP is configured or network folder locations
	Creates a new item in the selected group
	Renames the selected item
	Deletes the selected item
	Moves the selected item up one position in the list
	Moves the selected item down one position in the list

Modifying a configuration file

You can create a new configuration file from system defaults or modify one that already exists on the inserted flash drive, a locally stored backup or a folder on the PC or network.

1. Select **File>Open**. The Open Configuration From dialog box will be displayed.

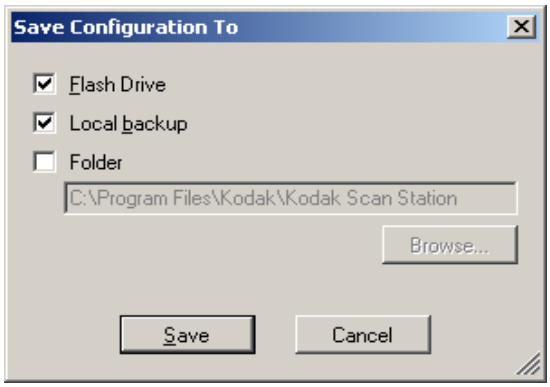


2. Select where you want to open the configuration file from.
3. Click **Open**.
4. When the configuration file settings are displayed, add, remove, or rename destination groups and items, as desired. See the next section, “Managing your destination groups” for more information and procedures.

5. If desired, access Settings mode and change one or more settings. The current settings appear at the bottom of the window. Refer to “Customizing settings for your scan session” in Chapter 2 for more information.

   NOTE: If you make a mistake, you can revert to the last saved version of the configuration file by selecting **File>Reset**.

6. Select **File>Save**. The Save Configuration To dialog box will be displayed.



7. Select the location(s) you want to save the updated configuration file to. If necessary, use the **Browse** button to help you locate the folder.
8. Click **Save**. The following message will be displayed:

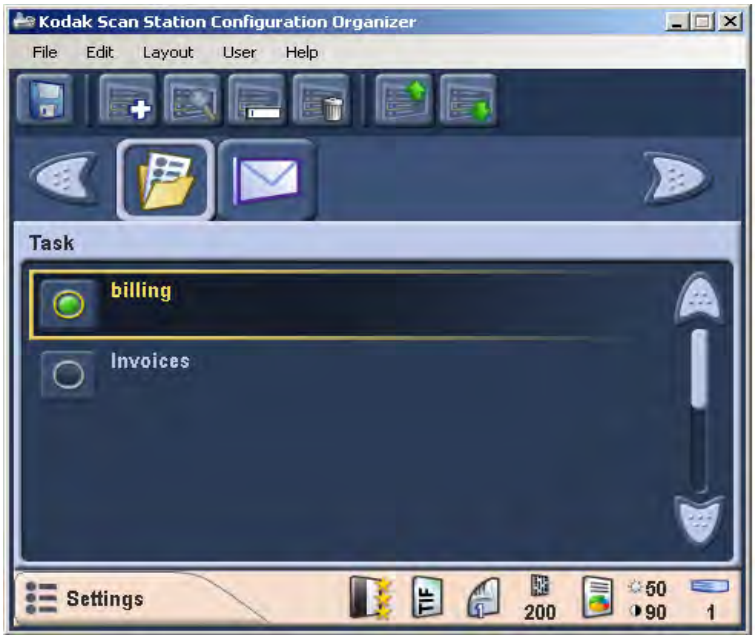
9. Click **OK**.

Creating tasks

Tasks allow you to group together scanner settings (e.g., resolution, file type, one-sided/two-sided, etc.) with one or more destinations. Once Tasks are created, use them to streamline your workflow by eliminating steps which will allow you to scan more quickly.

NOTE: Before creating a task, you must already have Destinations created within the configuration. Procedures for setting up destinations and scanner settings can be found in Chapter 2, in the section entitled, “Customizing settings for your scan session” and Chapter 3, the section entitled, “Managing your destination groups.”

1. In the Configuration Organizer window, access Destination mode and select **Edit>Add Group>Task**. A Task icon is added to the toolbar on the Configuration Organizer window.



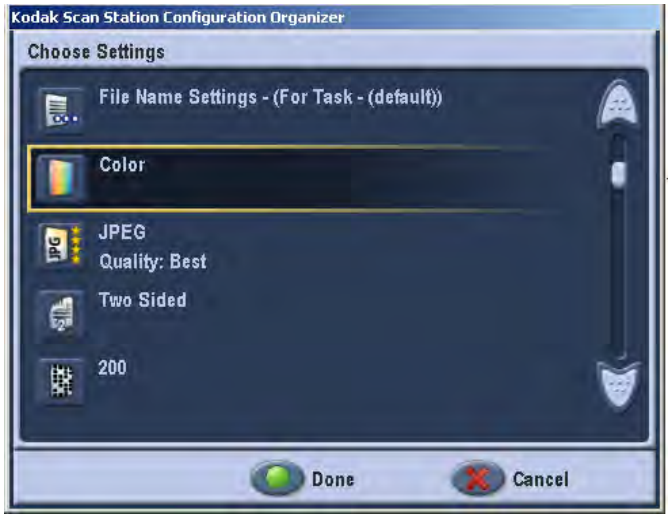
2. Select **Edit>Add Item**.

The Choose Destinations screen will be displayed. Any destination groups in the configuration will be displayed in this list.

Clicking on one of the items in the list will immediately display the contents of that group.

3. Select one or more Destinations (e.g. in this case, an email address) and click **Done**. The Choose Destinations screen will be redisplayed.
4. Select more destinations from other groups or click **Done**.

The Choose Settings screen will be displayed.



5. Click on any of the settings in the list to change the setting for this task and click **Done**.

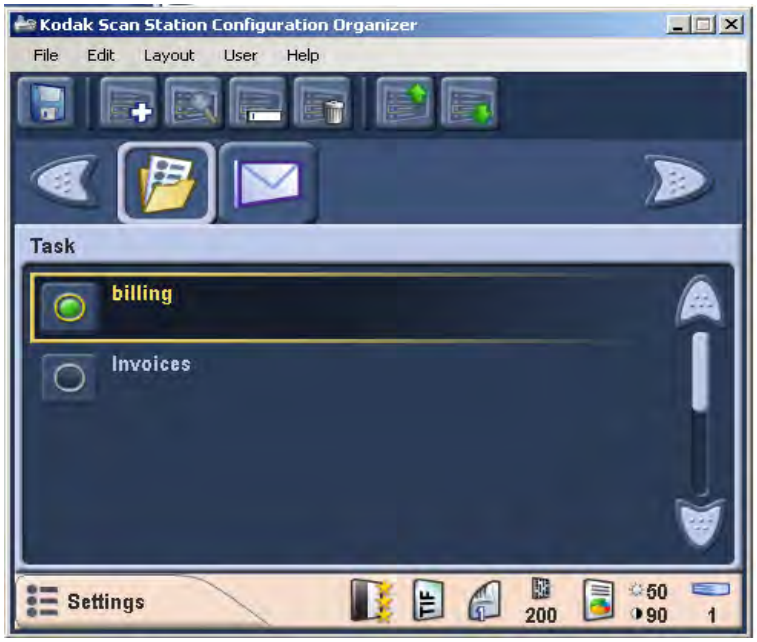
   The keyboard will be displayed allowing you to name your task.

6. Enter the task name and click **Done**. Your new task will be added to the task list.

Deleting tasks

To delete a task:

1. Select the task icon from the destination toolbar.

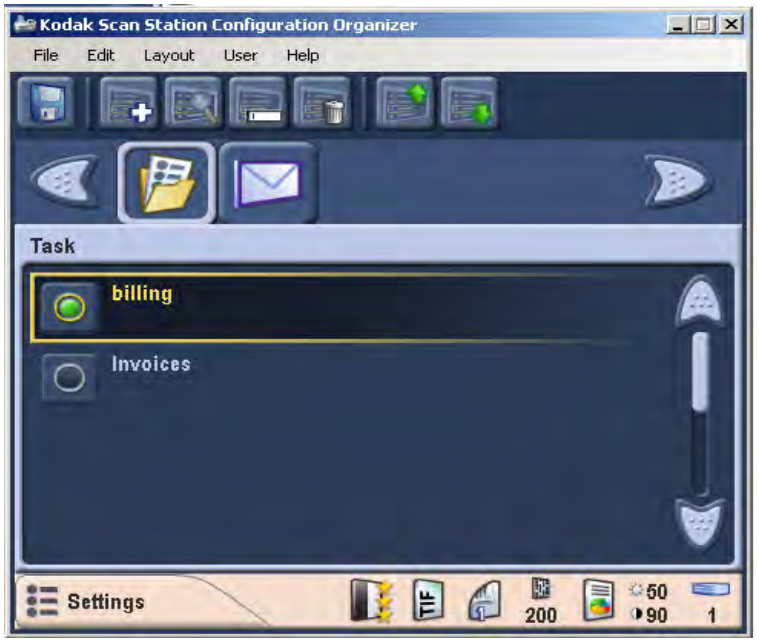


2. Select the task that you want to delete.
3. Select **Edit>Delete Item.** The message, ***Are you sure you want to delete this item*** will be displayed.
4. Click **Yes**.

Renaming tasks

To rename a task:

1. Select the task icon from the destination toolbar.



2. Select the task that you want to rename.
3. Select **Edit>Rename Item.** The keyboard will be displayed allowing you to rename your task.
4. Click **Done**.

Editing tasks

You can make changes to any task by selecting the task you want to change. Review the destinations and scanner settings associated with the selected task, and make any changes as desired. Any changes you make to the destination or scanner settings after selecting a task will be associated with the selected task. Save these changes by saving the configuration file.

For procedures on editing/creating tasks, refer to the previous section entitled “Creating tasks”.

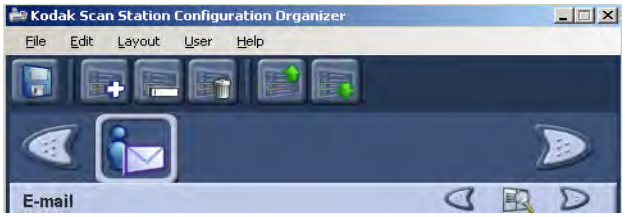
Managing your destination groups

This section provides procedures for managing your destination groups (e.g., email, USB flash drive, FTP, network, optional fax). In addition, information and procedures are included for importing your personal email address book.

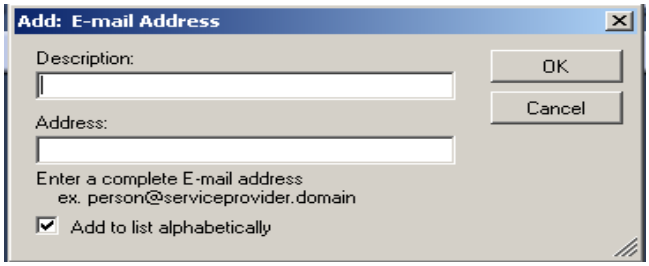
Adding an email group and addresses

If you want to add an address to an email group that already exists, skip to step 2.

1. In the Configuration Organizer window, access Destination mode and select **Edit>Add Group>E-Mail**. An Email icon is added to the toolbar on the Configuration Organizer window.



2. To add an email address to a specific email group, select the email group icon you want to add an address(es) to and select **Edit>Add Item** or press the **Ins** key. The Add dialog box will be displayed.



3. Enter the name and address and click **OK**.

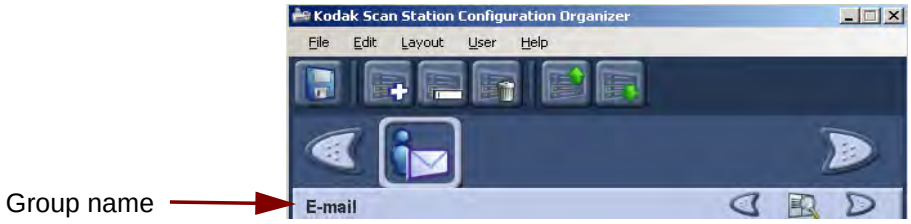
   NOTE: If you do not want the email address placed in alphabetical order, uncheck **Add to list alphabetically**.

4. The email address will be added to the selected email group and the address will be listed on the Configuration Organizer window.

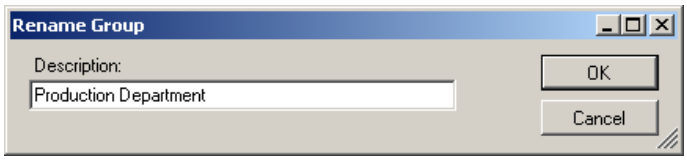
5. Repeat steps 2 and 3 for each email address you want to add to a specific email group.

Renaming an email group

By default, when you add an email group, the group is named **E-mail**.



1. Access Destination mode and select the email group that you want to rename and select **Edit>Rename Group**. The Rename Group dialog box will be displayed.

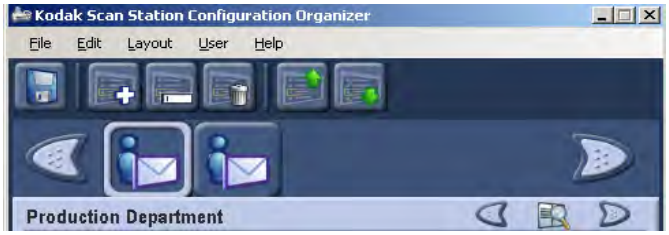


2. Make the desired change in the *Description* field and click **OK**. The new group name will be displayed on the main Configuration Organizer window.

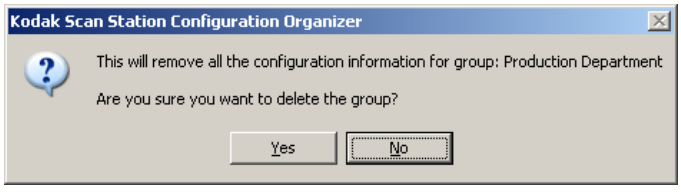
Deleting an email group

If you delete an email group, all email addresses within the email group will be deleted as well.

1. Access Destination mode and select the email group you want to delete.



2. Select **Edit>Delete Group**. The following message will be displayed:


Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Production Department
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to continue.

Importing an email address book

CSV (comma separated value) files are data files that represent database information. Each row contains individual data values that are separated by a comma. Each comma found on a line of text represents a column of data from the original database. The example below shows typical data exported from Microsoft's Outlook Express. Note that the first row contains the data column header information and **not** actual data.

```
First Name,Last Name,E-mail Address
Smith,John,johnsmith@rochester.rr.com
Tom,Brown,Tombrown123@yahoo.com
William,Doe,wdoe@msn.com
```

Outlook Express allows you to export your email address book to a comma-separated file. When exporting your email address book a dialog box will be displayed that provides the selection of which data columns to export.

Other mail programs may or may not provide this selection capability. To simplify the process it is recommended that only the first name, last name, and email address be exported. Once the file is exported, it can then be imported into the Configuration Organizer.

Many email client applications will automatically export the column headings as the first row of data. When using the Configuration Organizer, the Import Email Addresses dialog box provides you with the ability to "skip first row" of data. Some email applications will also export the data with additional quote characters surrounding the data.

The following data:

```
"First Name","Last Name","E-mail Address"
"John","Smith","johnsmith@rochester.rr.com"
"Tom","Brown","Tombrown@yahoo.com"
"William","Doe","wdoe@msn.com"
```

will be changed to:

```
First Name,Last Name,E-mail Address
John,Smith,johnsmith@rochester.rr.com
Tom,Brown,Tombrown@yahoo.com
William,Doe,wdoe@msn.com
```

After browsing and selecting a CSV file, a preview will be displayed showing the results of the file Column Location selections. As the column selections are changed, the preview will reflect these changes.

For example, if the three file Column Location values are 1, 2, and 3, then based on the example data shown above, the preview would display the following:

First Name Last Name	Email Address

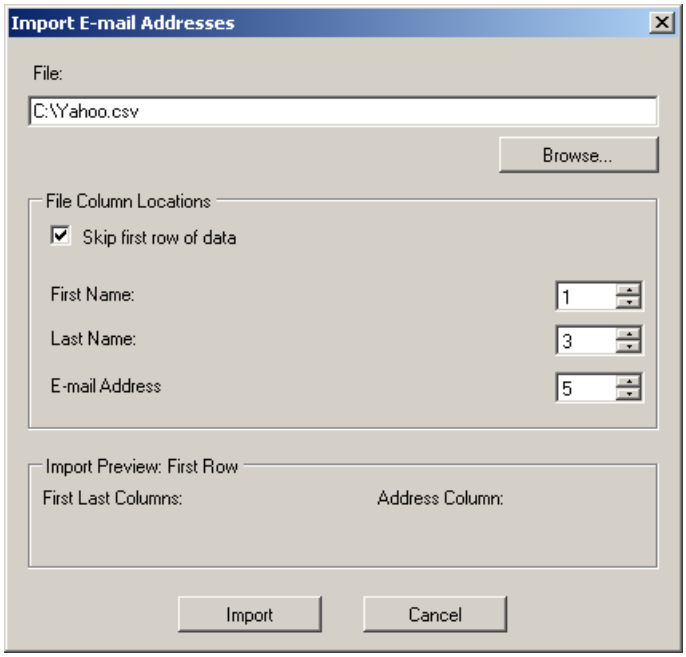
The first name and last name are combined to form the email address display name. The email address is used to create the email address.

To further illustrate, if all three Column Location values were set to 1, then the preview would look like:

First name First Name	First Name

To import your email address book:

1. In the Configuration Organizer window, access Destination mode and select the email group you want to import your email address book to.
2. Select **Edit>Import Emails**. The **Import Email Addresses** dialog box will be displayed.



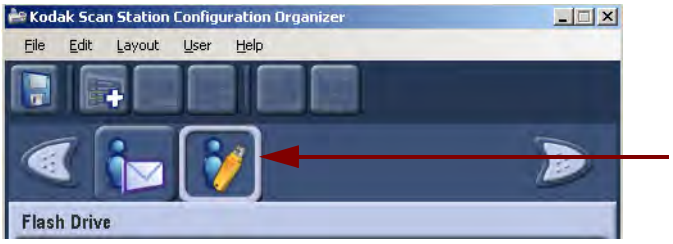
3. Specify the file containing the addresses. If necessary, use the **Browse** button to help locate the file.

   The First Name, Last Name, and Email Address fields allow you to map these values to the columns where they appear in the CSV file.
4. Specify the columns in the CSV file that contain data for **First Name**, **Last Name**, and **Email Address**.
5. Click **OK**. The email addresses from the CSV file are added to the Email group that you selected on the Configuration Organizer window.

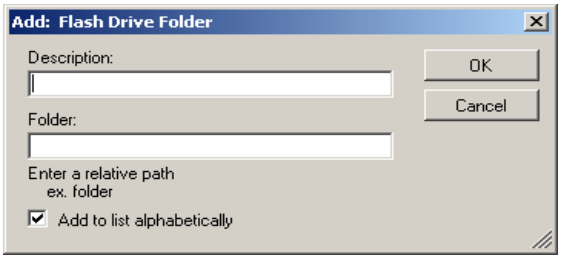
Adding a USB flash drive folder group

If you want to add a folder to a USB flash drive group that already exists, skip to step 2:

1. In the Configuration Organizer window, access Destination mode and select **Edit>Add Group>Flash Drive Folder**. A Flash Drive icon is added to the toolbar.



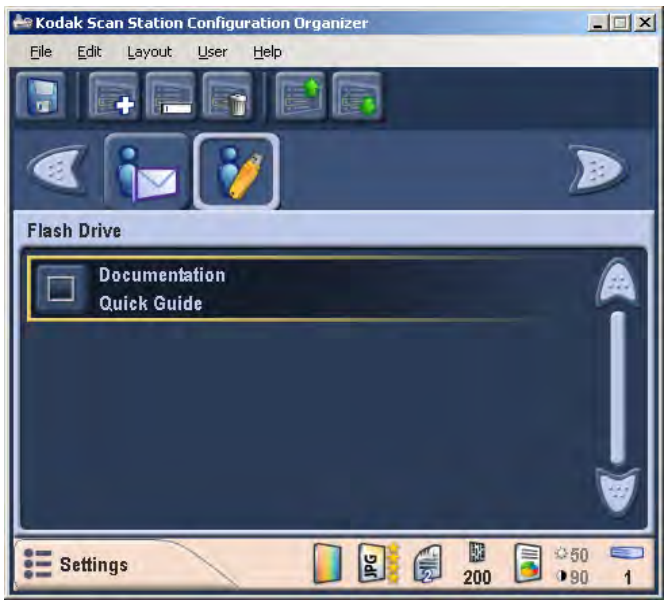
2. To add a folder, click the flash drive icon you want to add the folder to and select **Edit>Add Item** or press the **Ins** key. The Add dialog box will be displayed.



3. Enter a **Description** and **Folder** name and click **OK**.

   NOTE: If you do not want the folder placed in alphabetical order, uncheck **Add to list alphabetically**.

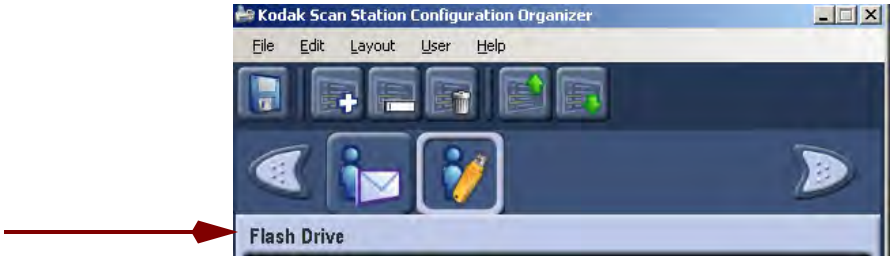
   The folder is added to the selected flash drive group.



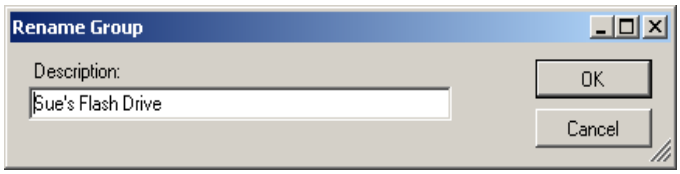
4. Repeat steps 2 and 3 for each USB flash drive folder you want to add.

Renaming a flash drive group

By default, when you add a flash drive group, the group is named **Flash Drive**.



1. Select the flash drive group that you want to rename and select **Edit>Rename Group**. The Rename Group dialog box will be displayed.



2. Make the desired change in the *Description* field and click **OK**. The change will be displayed on the main Configuration Organizer window.

Deleting a flash drive group

To delete a group from your flash drive:

1. Access the Destination mode and select the flash drive group you want to delete. All folders within the selected group will be deleted.

2. Select **Edit>Delete Group**. The following message will be displayed:

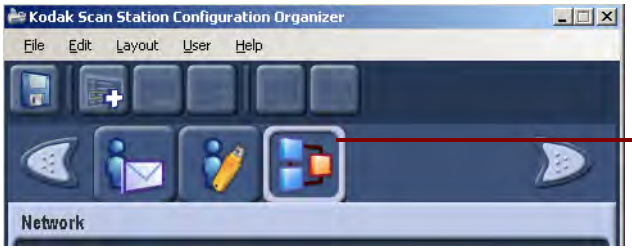
Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Network
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to continue.

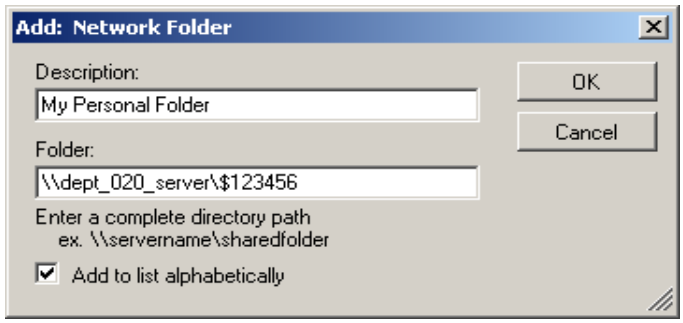
Adding a network group

If you want to add a folder to a network group that already exists, skip to step 2.

1. In the Configuration Organizer window, access Destination mode and select **Edit>Add Group>Network folder**. A Network group icon is added to the toolbar on the Configuration Organizer window.



2. To add a network folder, select the Network group you want to add a folder to, and select **Edit>Add Item** or press the **Ins** key. The Add dialog box will be displayed.

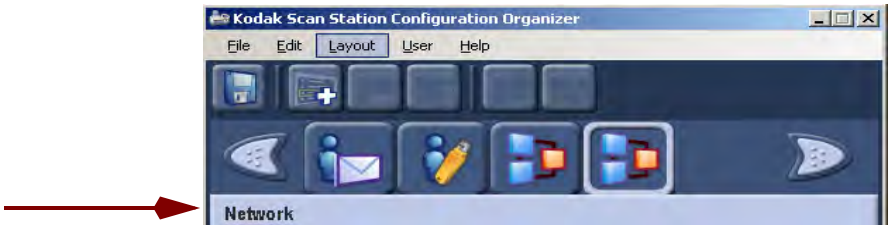


3. Enter the name and fully qualified folder path. If desired, click **Add to list alphabetically** to list the network folders in alphabetical order and click **OK**. The folder is added to the selected Network group and is displayed on the Configuration Organizer window.

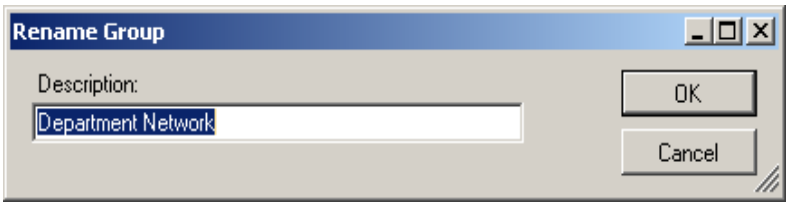
4. Repeat steps 2 and 3 for each network folder you want to add to a specified group.

Renaming a network group

By default, when you add a network group, the group is named **Network**.



1. Access Destination mode, select the network group you want to rename and select **Edit>Rename Group**. The Rename Group dialog box will be displayed.



2. Make the desired change in the *Description* field and click **OK**. The change will be displayed on the main Configuration Organizer window.

Deleting a network group

To delete an network group:

1. Access Destination mode and select the network group you want to delete. All network folders within the selected group will be deleted.
2. Select **Edit>Delete Group**. The following message will be displayed:

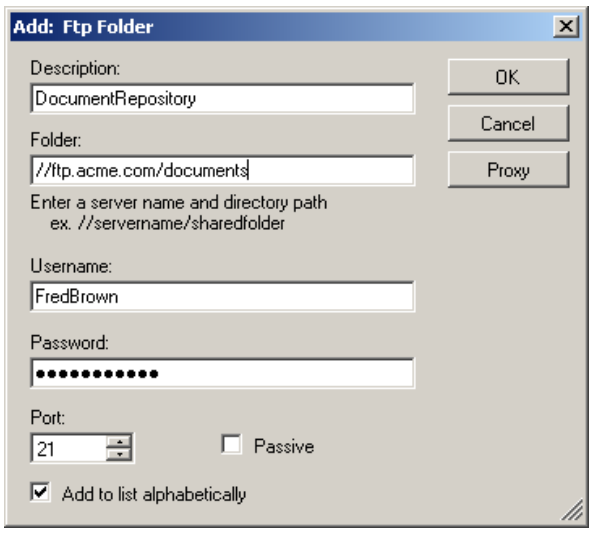
Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Network
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to continue.

Adding an FTP group

To add an FTP group to your configuration:

1. Select **Edit>Add Group>FTP.** The Add: Ftp Folder dialog box will be displayed.



2. Make an entry in the *Description, Folder, Username* and *Password* fields. The *Folder* field should contain a complete path to the FTP site including the subfolder into which scanned documents will be placed. For example, *//ftp.acme.com/documents* would connect to the FTP site *ftp.acme.com* and place the scanned documents in the folder *documents*.

   NOTE: Any additional folders defined in the File Naming Settings screen will also be used when creating the scanned documents.

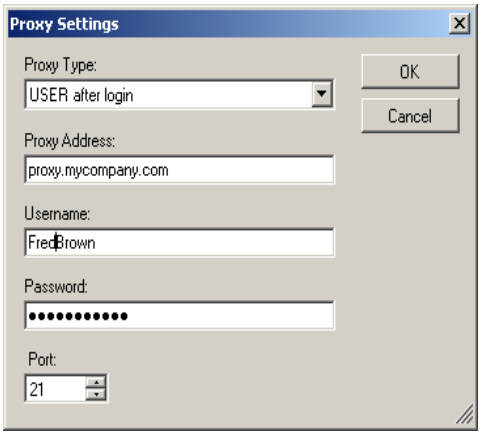
3. If the FTP site communicates on a port other than Port 21, change the value using the up and down arrows.
4. You may optionally select **Passive** if required by the FTP server. **Passive** is most commonly used if the FTP site is outside the firewall.

   NOTE: If you do not want the address placed in alphabetical order, uncheck **Add to list alphabetically**.

5. If your company requires the use of proxy servers, click the **Proxy** button and go to the next section; otherwise click **OK**.

Specifying Proxy settings

If your company requires the use of a proxy server before communicating with an FTP site, define these proxy settings by clicking on the **Proxy** button. The Proxy Settings dialog box will be displayed.



1. Select the **Proxy Type**. **USER after login** and **None** are the only two supported options at this time.
2. If **USER after login** is selected, the rest of the fields are available. Enter the Proxy Address in the form of a Fully Qualified Domain Name (e.g., FTP.acme.com) or as an IP address.
3. Enter the **Username** and **Password** required to access the proxy server.
4. If the proxy server is configured to communicate on a port other than Port 21, change or enter the value using the up and down arrows or keyboard.
5. Click **OK**.

Optional Fax Modem Accessory only

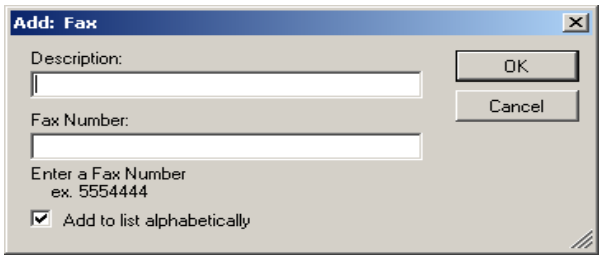
If you have the optional *Kodak* Fax Modem Accessory, use the procedures below for adding fax groups and fax numbers, renaming fax groups and deleting fax groups.

Adding a fax group and fax numbers

If you want to add a fax number to a fax group that already exists, skip to step 2.

1. In the Configuration Organizer window, access Destination mode and select **Edit>Add Group>Fax**. A Fax icon is added to the toolbar on the Configuration Organizer window.

2. To add a fax address to a specific fax group, select the fax group icon you want to add a fax number(s) to and select **Edit>Add Item** or press the **Ins** key. The Add dialog box will be displayed.

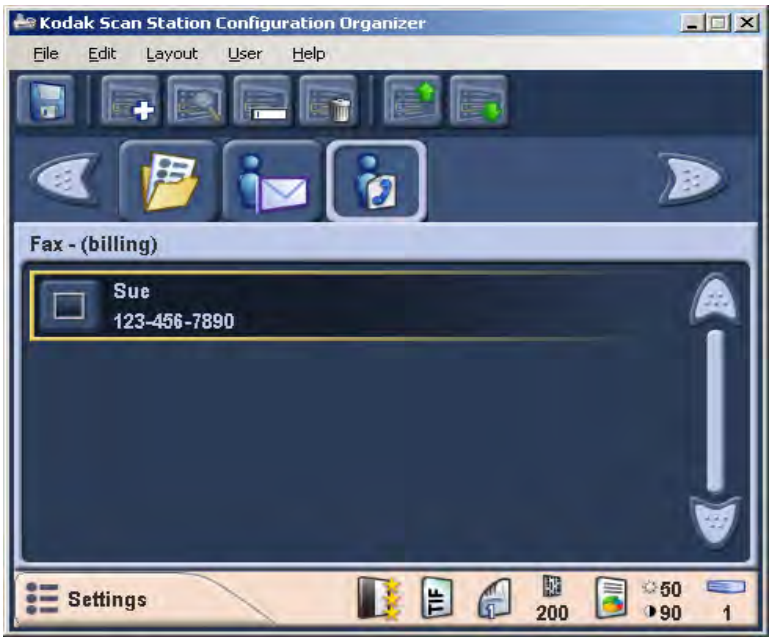


3. Enter the description and fax number and click **OK**.

NOTES:

- If you do not want the fax number placed in alphabetical order, uncheck **Add to list alphabetically**.
- When adding fax numbers, pauses between numbers should be used if trying to send a fax outside from a business phone network. For example, if you need to dial “8” to get an outside line, and wait for a dial tone to dial the rest of the number, the comma will provide a 3-second wait time before dialing the number.

The fax number will be added to the selected fax group and the number will be listed on the Configuration Organizer window.

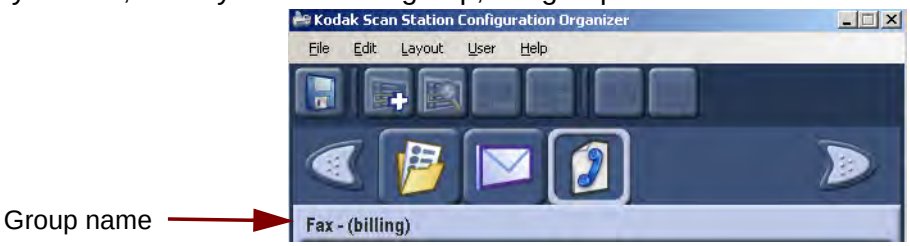


4. Repeat steps 2 and 3 for each fax number you want to add to a specific fax group.

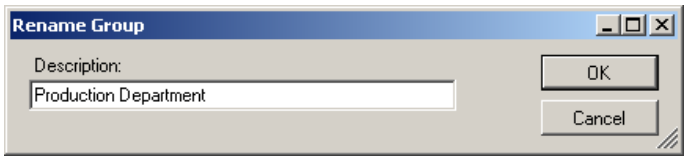
NOTE: In the case where a fax cannot be delivered, the system will send an unsuccessful fax delivery notification. To receive this notification, select **User>E-mail address** and enter the email address where you want to receive this notification. This will only work if a mail SMTP server has been setup.

Renaming a fax group

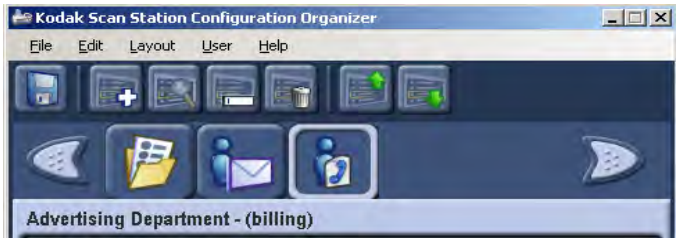
By default, when you add a fax group, the group is named **Fax**.



1. Access Destination mode, select the fax group that you want to rename and select **Edit>Rename Group**. The Rename Group dialog box will be displayed.



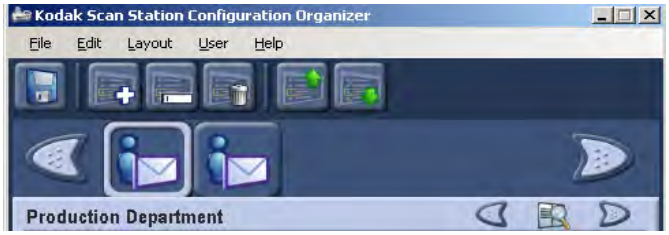
2. Make the desired change in the *Description* field and click **OK**. The new group name will be displayed on the main Configuration Organizer window.



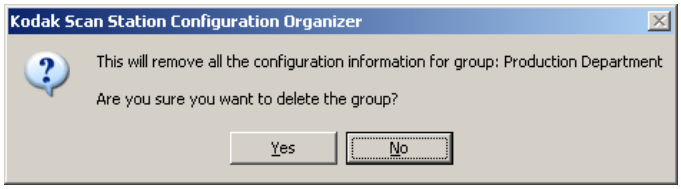
Deleting a fax group

If you delete a fax group, all fax numbers within the fax group will be deleted as well.

1. Access Destination mode and select the fax group you want to delete.



2. Select **Edit>Delete Group**. The following message will be displayed:


Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Production Department
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to continue.

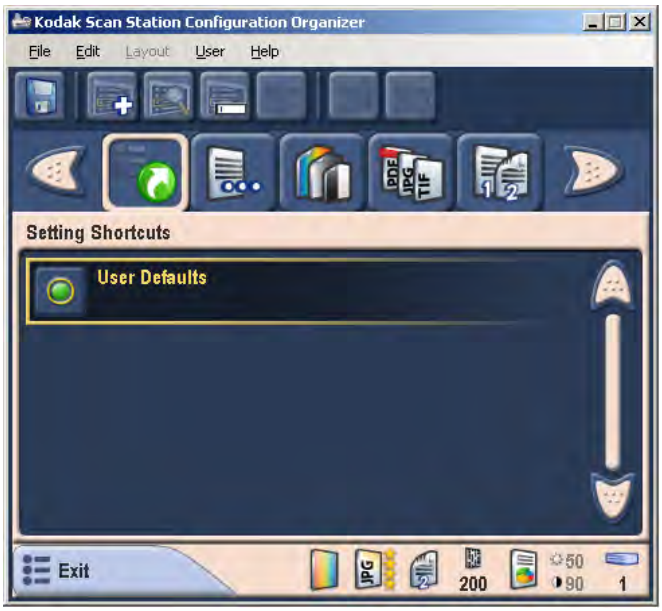
Creating Settings Shortcuts

Settings Shortcuts are a way for you to create personalized groups of scanner settings to make scanning easier. If there are commonly used settings, you can create a shortcut to these settings and save them to your configuration. For example, you could create a shortcut called “My Color Photos” that would contain the settings:

Scan As: Color
FIle Type: JPEG
Input Document is: One Sided
Resolution: 300 dpi
Document Type: Photographs

Changing default settings

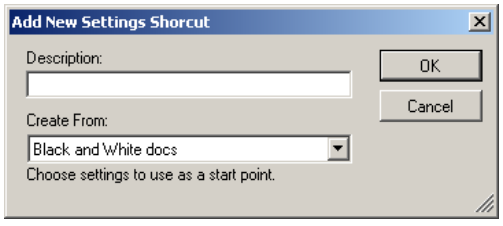
1. Click **Settings** to display the Setting screen.
2. Click the **Setting Shortcuts** icon if not already selected.



3. If you want to make changes to the User Defaults Setting Shortcut, scroll through the scanner settings icons to make changes to your default shortcut.

Creating a new shortcut

1. Select **Edit>Add Item**. The Add New Setting Shortcut dialog box will be displayed



2. Enter the name of the new shortcut in the *Description* field.
3. Select the shortcut you want to copy and click **OK**.
4. Make any additional changes to the shortcut by selecting the desired scanner settings.
5. When finished, select **File>Save.**

Setting up a flash drive password

You may want to set up a password that will prevent unauthorized access to your configuration file. When a password is assigned, the Scan Station or Configuration Organizer will prompt the user for this password before accessing the information in the file.

1. Select **User>Configuration Password**. The Flash Drive Password dialog box will be displayed.

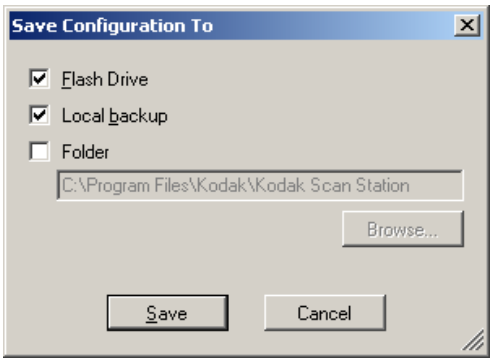
2. Enter a 4-digit numeric password.
3. Re-enter the password and click **OK**.

   NOTE: If the passwords do not match, a message will be displayed and the Flash Drive Password dialog box will be redisplayed.

Testing your configuration file

Once you have created the configuration file, added any destinations you want, selected your preferred device settings and set up a password, save and test the file.

1. Insert a USB flash drive into the USB port on your PC.
2. Select **File>Save.** The Save Configuration To dialog box will be displayed.



3. Select the location(s) you want to save the configuration file to. If necessary, use the **Browse** button to help you locate the folder.
4. Click **Save**.
5. When finished, exit the Configuration Organizer and remove your USB flash drive from the PC.

   NOTE: If using Windows 2000, be sure to use the "Eject hardware" before removing the USB flash drive from your PC. Failure to do so may result in your configuration file not being saved correctly.

6. Test your USB flash drive by inserting it into the USB port on the Scan Station. When the Scan Station recognizes a valid configuration file, it will display new icons for each of your custom destination settings on the Destination mode screen.
7. You can also verify that any custom device settings you selected are in effect by selecting the Settings button on the Destination mode screen and reviewing the device settings on the Settings mode screen.

4 Troubleshooting

Occasionally you may encounter a situation with your Scan Station where it may not function properly. Refer to the information in this chapter to help you resolve the situation before calling Technical Support.

Indicator lights and error codes

The indicator lights provide information on the current state of the Scan Station.

Flashing green: indicates the Scan Station is initializing from powering on or warming up from a power saving mode and preparing to scan.

Steady green: indicates the Scan Station is ready to scan.

Flashing red: indicates a Scan Station error. Flashes **E** then a number, such as 6 (indicating the Scan Station cover is open).

The following list of error codes may be displayed in the Function window. When an error is indicated, the indicator light blinks the same number of times as the number displayed in the function window. Therefore, if the cover is open, the number “6” appears in the Function window and the indicator flashes red and blinks six times.

1 - 5, 7 and 8	Call Service.
6	The cover is open.
9	There is a document jam.

Clearing a document jam

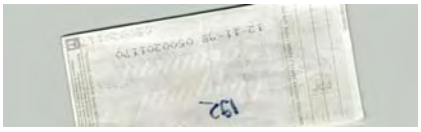
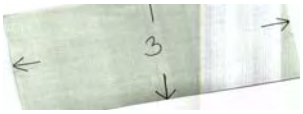
If your Scan Station stops scanning due to a document jam, follow the procedures below:

1. Press the cover release button to open the Scan Station cover.

2. Remove any jammed documents from inside the Scan Station.
3. Close the cover.

Problem solving

Use the chart below as a guide to check possible solutions to problems you may encounter when using the *Kodak* Scan Station 100.

Problem	Possible Solution
Scan Station will not scan/feed documents	Make sure that: • the power cord is plugged securely into the back of Scan Station and the wall outlet. • the power switch is on. • the wall outlet is not defective (call a licensed electrician). • document(s) is making contact with the feed rollers.
Scan Station is unresponsive	• Press and hold the green Soft Start button on the back of the Scan Station for about 5 seconds.
Image quality is poor or has decreased	• Clean the Scan Station. See the procedures in the Administrator's Guide, A-61588, Chapter 6, *Maintenance*.
Documents are jamming or multiple documents are feeding	Make sure that: • the input tray and side guides are adjusted for the width of the documents you are scanning. • the output tray is adjusted for the length of the documents you are scanning. • all documents meet the specifications for size, weight, and type as outlined in the section entitled, "Document preparation". • the Scan Station is clean. • the feed module is installed properly and securely in place.
Distorted images	The feeder holds up to 50 documents in the input tray. During scanning, you cannot add documents to the feeder. If you add documents, your images may be distorted.
No images are being displayed	• Documents should only be inserted in the feeder after the Scan Station is powered up and ready. If you place documents in the input tray before the Scan Station is powered up, the documents are fed, but no images are displayed. • If you are scanning one side of a document, be sure the side you want to scan is placed face down and top down in the input tray with the side you want to scan facing the input tray with the back toward you.
Image has clipped corners 	If your images have clipped corners, the skew angle was too large for the Scan Station to handle. Be sure documents are placed in the input tray with the edges aligned and the side guides positioned correctly to accommodate the size documents you are feeding to avoid large skew angles.
First image in a batch appears "washed out" 	If the scanned documents in a batch have more than a 25 degree skew, the first image in the batch might appear washed out. Be sure that documents are placed in the input tray with the edges aligned and the side guides positioned correctly to accommodate the size documents you are feeding to avoid large skew angles.
Roller marks appear on the document after scanning	Clean the rollers. See the procedures in the Administrator's Guide, A-61588, Chapter 6, *Maintenance.*
Unsuccessful fax delivery	• Verify that your return email address is configured correctly. • Be sure the fax number that you are sending to is correct. Once the fax number is verified, try again. If errors persist, contact your Administrator.
Black lines appear on the scanned document	Clean the imaging guides and white strips next to the imaging guides. See the procedures in the Administrator's Guide, A-61588, Chapter 6, *Maintenance.*

Kodak

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